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INTRODUCTION

WELCOME

The Board of Management, Acting Principal, Dean of Academics and Research, Staff, Lecturers and Student Council warmly welcome all incoming students to Perth Bible College. In setting aside significant time for Bible study and training for Christian ministry you have a tremendous opportunity and we pray that the Lord will richly bless each one during your studies.

We want you to get the very best from your time at college and so feel it necessary to draw to your attention a number of matters which will help you attain this and at the same time help in the smooth running of the college.

We believe that you are here because the Lord laid it on your heart to set aside this time for study and preparation for the future, whether that be here in Australia or overseas – to become “thinking servants”.

At PBC we exist to train people for “thinking service” in all we do being committed to:

**THINK deeply about Christ,
His Word, and the world,
and to SERVE Him with
integrity, courage, conviction, and love.**

For those studying and living on campus you will also have the opportunity to learn to live with and for others. This may well be one of the greatest benefits you derive from being in residence here.

ESSENTIALS

It is important to have our priorities right. Even at Bible College we must discipline our lives before God and ensure our personal relationship with Him grows on a daily basis. Pray that God will give you a love for His Word, a continually growing desire to know its message; that it might be effective in your own personal life and experience. Pray also that your study will lead to personal growth; pray for guidance and for Christian service.

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to help you make a smooth transition into college life and gain the best from your time at college. Please take the time to familiarise yourself with the Handbook and make a point of consulting it before making an appointment with a staff member if you have a matter to discuss.

Important information: This handbook is provided as a guide for students, however, PBC Policies and Procedures provide the governing structures for PBC and SCD Policies and Procedures are available from www.pbc.wa.edu.au and on <https://scd.edu.au/policy/>. All information is correct at the time of publishing (Feb 2020). However, PBC Policies & Procedures will be updated throughout this semester, because the College is half-way through its review for our re-registration application in mid-May 2020. Students will be notified of any changes via the weekly emailed newsletter. Therefore, please consult the PBC webpage for the most up to date version of policies & procedures.

HISTORY

In 1928 the Lord placed a burden on the heart of Rev. Carment Urquhart to commence a Bible Institute in Perth. As he was concluding his pastorate at the Maylands Baptist Church, and as other Christians confirmed his exercise to be from the Lord, on 2nd July, 1928, he took a bold step of faith and launched what is today the **PERTH BIBLE COLLEGE**.

On that day he assembled a company of intending students and well-wishers in a large rented room in Mount Lawley and delivered the first lecture. The Perth Bible Institute continued with evening classes during 1928, 1929 and 1930, with the full-time course commencing on 17th March, 1931.

PBC has had several 'homes' over the years. Firstly, in rented properties around Mount Lawley, but then in September 1934 into buildings on their own land in Joondanna. From 4th February, 1951, until the end of June, 1986, the College was located at 35 Glenroyd Street, Mount Lawley, and since then has been at the Karrinyup Campus.

PERTH BIBLE COLLEGE - STATEMENT OF FAITH

All Staff and Faculty agree to the following Statement of Faith:

1. One God, eternally existent in three persons, Father, Son, and Holy Spirit.
2. Our Lord Jesus Christ, God manifest in the flesh, His virgin birth, His sinless human life, His divine miracles, His vicarious and atoning death, His bodily resurrection, His ascension, His mediatorial work, and His Personal return in power and glory.
3. The salvation of lost and sinful humanity through the shed blood of the Lord Jesus Christ by faith, apart from works, and regeneration by the Holy Spirit.
4. The Holy Spirit, by whose indwelling the believer is enabled to live a holy life, to witness and work for the Lord Jesus Christ.
5. The Unity of the Spirit of all true believers, the Church, the Body of Christ.
6. The Resurrection of both the saved and the lost; those who are saved to the resurrection of life; those who are lost to the resurrection of damnation.
7. The Holy Scriptures as originally given by God, divinely inspired, infallible, entirely trustworthy and the supreme authority in all matters of faith and conduct.

WHO WE ARE

We are Evangelical

We believe in the urgent need to reach our broken world with the gospel of Jesus Christ and to train men and women to be effective servants for God.

We are Interdenominational

We teach people to think through issues by providing foundational knowledge, tools and skills so that they can approach practical ministry with a well-developed framework for leading various forms of ministry in any context or tradition.

We are Ministry Oriented

Our studies contain a high academic level of education, and we are committed to maintaining this high standard as an important foundation for practical ministry. However, all our studies will also have a “How does this apply to my Christian, church and world situation?” focus as well as containing the practical skills necessary to be effective in ministry.

We are Servants of God’s Word

We understand that as humans we need to adopt a posture of humility before the final authority of the revelation of God. We allow God’s Word to confront us constantly, placing our ideas and practices before Him to be shaped and moulded for his glory.

We are Communication Focused

The effectiveness of ministry will depend not only on the knowledge of the message but on how the message is communicated in a relevant and clear way. All of our studies incorporate the need to be able to communicate well that which is being learned.

We are Community Centred

We believe that community is a primary means for personal transformation as well as foundational for healthy church ministry. To facilitate this, part of our training includes students experiencing and being part of a transforming community at college.

We are Kingdom Trainers

Rather than only training the individual, we desire to give students tools so they can develop others as well as themselves. Each graduate should not only be able to effectively impact the world in which they minister, but train others also to impact their world for Christ.

BOARD OF MANAGEMENT

Perth Bible College Inc. is an independent, interdenominational, evangelical, biblical and missionary incorporated association which is governed by a board which consists of Christians from various denominations who share the vision of the work of Perth Bible College. Current board members are:

CHAIRMAN	Dr Garth Eichhorn
VICE CHAIR	Ms Kerryng Monger
SECRETARY	Mr Steve Poisat
DEAN OF ACADEMICS & RESEARCH	Dr Andre van Oudtshoorn
BOARD MEMBERS	Mr John Hoggett
	Dr Peter Brain
	Mr George Benney

FACULTY & STAFF

ACTING PRINCIPAL	Dr Andre van Oudtshoorn
DEAN OF ACADEMICS AND RESEARCH	Dr Andre van Oudtshoorn
DEAN OF STUDENTS & STUDENT SERVICES OFFICER	Mrs Tia Burton
DEAN OF STUDIES	Dr Anton Beukes
LECTURER	Dr David Shaw
STUDY READY TUTOR/LECTURER/ COMPLIANCE COORDINATOR	Mrs Hanlie van Rooyen
COLLEGE ADMINISTRATOR	Mrs Kari Minetto
RECEPTIONIST/PA	Mrs Debbie Allbury
	Mrs Rebecca Schubert
IT MANAGER	Mr Nick van Oudtshoorn
LIBRARIAN	Mrs Judy Smith
OFFICE ASSISTANT	Mrs Sarah Park
CHAPLAIN	Mrs Gillian Dixon
PROPERTY MANAGER	Mr Sione Leaaetoe
SESSIONAL LECTURERS	Dr David Michie
	Mrs Kerryng Monger
	Mr Steve Poisat

ACADEMIC COUNCIL

The Academic Council is an independent body which oversees the academic quality, standards and policies of the college. The current members of the council are:

ACADEMIC COUNCIL MEMBERS	Dr Lesley Newhouse-Maiden (Chair)
	Rev. Dr David Cohen
	Dr Andre van Oudtshoorn
	Dr Garth Eichhorn
	Prof Marius Olivier
	Dr Mick Stringer
	Mrs Sue Martin

STUDENT COUNCIL

The Student Council is responsible to the Dean of Students for the conduct of student affairs, including SCD students. The Student Council is responsible for the organisation and control of all "purely student" matters.

The Student Council is a group of about 4-6 students who are chosen by the students to represent the student body in interests and concerns. They act as a liaison from the students to the staff and in this sense the Student Council is open for ideas from the students to be heard and considered.

The members of the Student Council are people who can be approached about any matters, whether within the college or personal. They have been elected to be part of the Student Council due to the trust and confidence that their fellow peers have in them as brothers and sisters in the Lord.

The Student Council organises and coordinates particular events where the students can come together and enjoy doing something different. Some of these events include the op-shop ball, movie nights and other activities. They are also responsible for the upkeep and upgrading of the equipment in the common room which is designed specifically for student enjoyment and use.

The Student Council is funded by a voluntary contribution of \$100 for full-time students and \$50 for part-time students per semester. This contribution enables the Student Council to provide the services that it does at a minimal cost to the student.

GENERAL INFORMATION

CLASSES

Lecture times shown are the actual starting and finishing times of the lecture. Students are expected to be seated ready to start at the indicated commencement time.

STANDARD TEXT

Perth Bible College uses the New International Version of the Bible (NIV) as the standard text.

ACADEMIC RESULTS

At the end of each semester, each student will receive a Statement of Academic Record showing results obtained. Results are usually distributed two weeks after the end of the semester. Students with outstanding financial obligations will be notified of such and be required to clear such obligations prior to receiving official notifications of their results.

PRESENTATION OF AWARDS

Students gaining awards will be publicly recognised at the PBC graduation where the official award certificate will be presented. The graduation ceremony normally takes place each April. Students can obtain a notification of successful completion prior to the graduation if required. Any student with an outstanding financial obligation will not be issued official results or award certificate until all obligations are cleared. They may still participate at the graduation service and should discuss details with the college office.

CENSUS DATES

Each unit undertaken at PBC is required to have a Census date. This date is the date beyond which enrolments in a course are considered finalised and students are therefore financially responsible for all tuition fees and will receive a grade for all units in which they are enrolled in after this date. The Census dates for each 2019 semester is as follows:

Semester 1: Census date is March 27, 2020 – End of Lecture Week 4.

Semester 2: Census date is August 28, 2020 – End of Lecture Week 4.

Cambodia Ministry Trip: Census date is June 15, 2020.

PERTH BIBLE COLLEGE - ACADEMIC CALENDAR 2020

17-Feb-20		Enrolment Week (New Students)
24-Feb-20	Week 1	Orientation February 24
2-Mar-20	Week 2	Labour Day Holiday March 2
9-Mar-20	Week 3	
16-Mar-20	Retreat	March 17th-19th
23-Mar-20	Week 4	Census Date- March 27
30-Mar-20	Week 5	Graduation, Sat April 4, 3:00pm
6-Apr-20	Week 6	Easter Friday - April 10
13-Apr-20	Mid Semester Break	
20-Apr-20	Mid Semester Break	Anzac Day April 25
27-Apr-20	Week 7	Anzac Day Holiday April 27
4-May-20	Week 8	
11-May-20	Week 9	
18-May-20	Week 10	
25-May-20	Week 11	
1-Jun-20	Week 12	WA Day June 1
8-Jun-20	Week 13	
15-Jun-20	Study Week	
22-Jun-20	Exams	
29-Jun-20	Mid-Year Break	Cambodia Trip
6-Jul-20	Mid-Year Break	School Holidays/Cambodia Trip
13-Jul-20	Mid-Year Break	School Holidays/Cambodia Trip
20-Jul-20	Mid-Year Break	
27-Jul-20	Mid-Year Break	Enrolment Week
3-Aug-20	Week 1	Orientation Day August 3
10-Aug-20	Week 2	
17-Aug-20	Week 3	
24-Aug-20	Week 4	Census Date - August 28
31-Aug-20	Week 5	
7-Sep-20	Week 6	
14-Sep-20	Week 7	
21-Sep-20	Week 8	
28-Sep-20	Mid Semester Break	Queen's Birthday Sep 28
5-Oct-20	Mid Semester Break	
12-Oct-20	Week 9	
19-Oct-20	Week 10	
26-Oct-20	Week 11	
2-Nov-20	Week 12	
9-Nov-20	Week 13	
16-Nov-20	Study Week	
23-Nov-20	Exams	End of Year Dinner (26-Nov-19)

ADMINISTRATION

OFFICE HOURS

The general administration office is open as follows:

Monday to Friday:	8.30am – 4.30pm
Saturday and Sunday:	Closed

The office will be closed for two weeks during the Christmas/New Year period. Details of exact closure dates will be posted each year.

APPOINTMENTS WITH STAFF

Staff are available to discuss matters related to college life and courses of study with you. You should make an appointment with the office if you have a matter to discuss.

OFFICE SERVICES

PAPER, PRINTING, PHOTOCOPYING AND SCANNING

Paper can be purchased from the office for **\$2 per 100 pages**. A photocopier is located in the library and copies are at a cost of **10 cents per copy**. 10 cent pieces are available from the office. Two printers are provided in the library for the use of student printing. Colour printing is available from the college office for **\$1 per page**. Scanning costs \$1 per page.

MAIL

Incoming Mail for residential students is placed in the pigeon holes located in the foyer. We ask **non-residential students** to avoid having any mail sent here.

TELEPHONES

The college cannot accept telephone calls for students except in case of dire emergency. Residential students are responsible to arrange their own phone service.

FAX

The college fax number is (08) 9243 2050. The fax is on-line 24 hours a day and we are happy to receive any incoming faxes for students at a cost of **50 cents** per page. Students wishing to send faxes should see the office staff. The cost for sending a fax is **\$2.50**.

STUDENT I.D. CARDS

PBC student I.D. cards are issued after the completion of a library orientation. All students are required to have a student I.D. card for borrowing from the library. This card may also enable student discounts where available. (e.g. Koorong, Word bookstores, movie theatres, etc). Please note that your PBC student card **does not** enable you to travel at student concession rates on Transperth service (see the next section for more details on concession travel).

TRAVEL

Full-time students are eligible to obtain a Transperth student card which provides student concession rates for Transperth services. To obtain a Transperth student card, download the form from the Transperth website and provide the completed form to the office to be verified.

MURDOCH LIBRARY

PBC has a reciprocal arrangement with the Murdoch Library. All PBC students can show their student ID to the Murdoch Library staff and become a member of the Murdoch Library free of charge.

INTERNET SERVICES

College internet services and student emails are available for Perth Bible College students.

STUDENT RIGHTS AND RESPONSIBILITIES

PHONES/NOTEBOOK COMPUTERS/AUDIO DEVICES

Mobile phones **must be switched off** and not used for any purpose during official college activities including all classes, devotions, group times, etc. Personal notebook computers are admitted in the class, but must only be used for note taking.

Students using computers or mobile phones in an unauthorised manner will be excused from the lecture forum. Audio recordings may only be taken with the permission of the unit lecturer and must be used for personal study only. This would permit a student to share the file with other members of the class, but must not distribute the recording beyond those enrolled in the class or upload the audio to the Internet.

PERSONAL AND SPIRITUAL REQUIREMENTS

1. Confess their faith in Christ in accordance with the PBC Statement of Faith.
2. Be involved regularly in a local church.
3. Express a desire to be involved in Christian ministry.
4. Have a capacity for studying in a tertiary institution.
5. Agree to abide by PBC policies, procedures and Code of Conduct.

TOLERANCE

Because Perth Bible College is inter-denominational, students and staff need to be tolerant and understanding of the denominational doctrinal distinctives, policies and practices of all students. We should all seek to edify others and not pull them down. (1 Cor 8:1, "Knowledge puffs up, but love builds up.")

EQUAL OPPORTUNITY & HARASSMENT

Perth Bible College does not discriminate in the admission and access to its programmes and activities on the basis of handicap, age, sex, race, colour, national or ethnic origin. Perth Bible College does not discriminate on the basis of gender but affords equal opportunities for both men and women in service, employment, training, leadership and teaching.

STUDENT SUPPORT SERVICES

ORIENTATION DAY

The Orientation Day activities help new students to meet staff and returning students, and to settle into college life. SCD students are made aware that they are governed by SCD policies and procedures while studying on the PBC campus. New students are guided through all aspects of academic and campus life on Orientation Day, when they receive a library orientation tour, an IT, Zotero and Moodle support tour, the *2019 Student Handbook*, a *Getting Started Guide for New Students*, and The *2019 Big Book of Answers* containing IT support, Library, and Moodle instructions for accessing course information and submitting assignments. Students are guided through accessing the Student Portal, which makes the following support services and systems readily available to them:

- PBC Library search button (includes access to electronic journal articles)
- PBC Online access button
- PBC Student E-mail access button
- PBC Textbook Finder button
- Timetables
- Upcoming Units of Study
- Policies and Procedures (PBC & SCD)
 - Student Handbook
 - Student Code of Conduct
 - Electronic resource policy
 - Policies 1 to 42 (To be updated, see p. 4 last paragraph)
 - Guidelines 1 to 6 (To be updated, see p. 4 last paragraph)
 - Fee-Help Form
 - Tuition assurance
 - Equivalent full-time study load values
- Student Forms
 - Enrolment Forms
 - Enrolment Form
 - Assignment Forms
 - Assignment Cover Sheet
 - Proof Reader Assistance Declaration
 - Presentation Cover Sheet
 - Extension of Assessment Item Form
 - Application Forms
 - Application for RPL
 - Application for Award
 - Application for Approved Absence
 - Other Forms
 - Change of Enrolment or Withdrawal
 - Student Grievance Notification Form
 - Student Grievance Response Form
 - Signing out Form
 - Deferred Exam Declaration
- Software Resources
 - Referencing
 - AVG Anti-virus
 - LibreOffice

Additionally, during Orientation Day all students are made aware of:

- The designated first-contact for overseas students being Tia Burton (Dean of Students & Student Services Officer),
- The designated contact for all students who need academic support being Hanlie van Rooyen (Study Ready Tutor),
- The need to discuss academic concerns with Dr Anton Beukes (Dean of Studies) as regularly as required and that referral to third-party services is an option,
- The principles of free intellectual inquiry in a theological context with reference to SCD's Free Intellectual Inquiry policy on PBC & SCD's websites,
- SCD information being available for international students from <https://scd.edu.au/international-students/>,
- Contact details for Professor Diane Speed, Dean and Chief Executive Officer, Sydney College of Divinity, Tel: (02) 9889 1969,
- PBC's reciprocal arrangement with Murdoch University, giving students free access to their library,
- explaining the relationship between SCD, ACCS and PBC,
- referring SCD students to the SCD website for access to the SCD Handbook, policies and procedures,
- the different options available for pastoral care when required,
- highlighting sexual assault and prevention procedures, with reference to the section in the Student Handbook and website,
- highlighting the complaints and appeals process and the Ombudsman in Perth, with reference to the section in the Student Handbook and website,
- highlighting how to access a GP and hospital services, with reference to the section in the Student Handbook and website,
- emphasising the necessity of keeping PBC Online login details for the exclusive use of the enrolled student and penalties applicable for sharing these with any other person,
- PBC students are walking distance from the Karrinyup shopping centre and bus stops close to the campus; therefore, it is possible for students to get around Perth without the need for a car,
- outlining academic integrity, including advice about what constitutes plagiarism, cheating, and contract cheating and warning of the severe penalties attached, with reference to the section in the Student Handbook

At the end of Orientation Day overseas students are spoken to separately by Mrs Tia Burton (Dean of Students & Student Support Officer) to re-cap the following:

- The designated contact staff for overseas students for all pastoral care matters is Gillian Dixon (Chaplain) and for all other matters is Tia Burton (Dean of Students & Student Services Officer).
- reflecting on the aspects of orientation covered earlier in the day and addressing any additional questions, and
- adding the number for local police and PBC emergency contact numbers to students' phone contacts.

PASTORAL CARE

As part of our commitment to train, equip and form people for effective Christian ministry, PBC is committed to pastorally caring for the students studying at the College. The designated first contact for all care matters is Tia Burton (Student Services Officer) who will refer all matter appropriately.

Pastoral care within the college environment is provided via:

1. Faculty supervised student Growth Groups
2. One on one sessions as requested by students
3. One on one sessions as requested with the chaplain
4. One on one sessions as requested by faculty advisors
5. One on one sessions as required as part of a unit of study
6. One on one sessions as required as part of PBC's Personal and Ministry Formation monitoring.

PBC also recognises that an important source for the pastoral care of students belongs to the local church and that we are called to operate in partnership with the local church. As part of this partnership, PBC requires each student to nominate a local church and a leader in this church who will be responsible for their pastoral care in their church setting.

As personal issues in the lives of students may not only affect their studies at PBC, but also their ministry in the local church, PBC must retain the right, where deemed appropriate, to share the communication of students with the student's nominated local church leader, or other faculty members at PBC.

If it is deemed that the communication of the student is required to be shared with either other faculty or the student's nominated local church leader, the student will be informed by PBC that this will be the case prior to any notification of the third party.

Students wishing to be counselled on a professional and confidential basis may ask to be referred by PBC to a Christian counselling service.

Students needing to be counselled on a professional and confidential basis will be referred by PBC to a Christian counselling service.

ACADEMIC SUPPORT

PBC is committed to assisting students to successfully complete the units in which they enrol. Students needing additional academic support are often identified during the enrolment process. They may be enrolled provisionally; in which case they need to enrol in CE504 Study Ready.

This unit is also recommended to students who may benefit from individual study support, even if they are not enrolled provisionally. This unit interacts with other first year subjects to help students engage with those assessments. There is also a free, timetabled weekly Study Ready Tutoring session made available to all students who may be struggling with understanding how to approach researching for and writing assessments.

In addition, lecturers are readily available for appointments and students can contact them at any time for academic assistance.

PBC also offers all students access to Studiosity. Studiosity is a free study support service with incredible benefits to you, whether you are an HD student or struggling to make sense of what to do. Studiosity offers core study skills and writing support, 24 hours a day, 7 days a week, 365 days per year. You can either Connect Live for personal support or submit your draft essay for Writing Feedback within 24 hours. You can access Studiosity through Moodle and find more information in the HELP Course (PBC Online key: HELPMEE!).

Students who fail assessments are given the opportunity to resubmit them, having gained the benefit of written lecturer feedback. As outlined in P12 Grading Assessment Items, students are also given the opportunity to re-sit an exam, if failing it has resulted in failure of the unit.

If a student is identified as “At Risk” (PBC students see *P21 Academic Progress* SCD students see *SCD Monitoring Course Progress of Overseas Students Policy* and *SCD Students-at-Academic-Risk-Policy-and-Procedures*) they may be required to access support, as advised by faculty, to assist in improving their results. This may include meeting with their faculty Growth Group advisor, attending a study group, accessing tutoring, etc.

At the end of each semester, student progress is examined by the Dean of Studies. It is also the role of the Dean of Studies to re-enrol students, resulting in any academic issues that surfaced in the previous semester being discussed at this time, and recommendations to strengthen the student’s progress are explored.

ENGLISH LANGUAGE ASSISTANCE PROGRAMS

Students are strongly encouraged to make use of English Language Support Programs such as the free version of ProWritingAid, and English as an Additional Language provided by volunteers at Karrinyup Anglican Church, walking distance from the campus.

PBC also offers all students access to Studiosity. Studiosity is a free study support service with incredible benefits to you, whether you are an HD student or struggling to make sense of what to do. Studiosity offers core study skills and writing support, 24 hours a day, 7 days a week, 365 days per year. You can either Connect Live for personal support or submit your draft essay for Writing Feedback within 24 hours. You can access Studiosity through Moodle and find more information in the HELP Course (Moodle key: HELPMEL!).

Each Friday during semester time, Karrinyup Anglican Church - walking distance from the campus - offers free 3-hour long English tutoring sessions. These classes are suitable for anyone for whom English is an Additional Language (EAL) and who require support on a beginner, intermediate or advanced level. The focus during sessions is on improving speaking, listening, reading and writing skills. Remember to bring \$4 for coffee. This group also organise social events and excursions for participants.

SPECIAL LEARNING NEEDS, MENTAL HEALTH & DISABILITY SERVICES

Perth Bible College strives to accommodate a variety of access needs for its students. Prospective students are invited to supply information on the *Application for Admission* form relating to any particular learning needs, disability, impairment or long-term medical condition which may affect their studies. They are given the option to receive advice on support services, equipment and facilities which may assist them. The Dean of Students/Chaplain liaises with all other relevant third parties to ensure individualised care plans for academic and emotional support are implemented and maintained for those where special learning needs, mental health or specific physical health issues are identified. *P32: Student Mental Health Policy* further outlines details on mental health support. Students enrolled for an SCD qualification should consult the SCD Health and Safety Brochure AND THE SCD Student Disability Policy available on <https://www.pbc.wa.edu.au/postgrad-overseas-student-and-campus-services/>.

Additionally, students can contact the *Mental Health Emergency Response Line* on 1300 555 788 (Perth metropolitan) or Disability Services on <https://www.blackswanhealth.com.au/>.

FINANCIAL ASSISTANCE

- All PBC's undergraduate courses qualify for Centrelink Youth Allowance & Austudy Assistance to help with living expenses for full-time students.
- FEE-HELP is a student loan scheme for which you may be eligible. To find out if you qualify visit: <http://studyassist.gov.au/sites/studyassist/help-payingmyfees/>.
- Although there are no full fee-paying scholarships available for beginning students, the college does offer work contracts for which all full-time students are eligible to apply. Work contracts enable students to subsidise their fees in exchange for performing certain cleaning, library, or maintenance duties around the campus.
- The Graham D. Michie Scholarship and the Overseas Student scholarship is awarded annually to continuing students.
- Students can apply for a study grant from the Concerned Christian Growth Ministries Charitable trust under the guidance of their lecturer.
- The Scarborough Christian Service Fund allows PBC to use interest earned on an investment loan to be distributed to deserving students to provide funds towards college fees.

SAFETY & SECURITY ON CAMPUS

College car parks are located in close proximity to the main Administration area and lecture rooms and are clearly lit in the evening. Likewise, safety is ensured as residential students live adjacent to car parks and are aware of disturbances.

The PBC campus contains a number of self-contained units, which are provided for student accommodation. Students are made aware that life on campus is a privilege and is to be seen as an integral part of their and their family's spiritual and ministry formation. In many ministry situations, community living is part of the work situation. All students are encouraged to treat College units as they would someone's private dwelling and respect the privacy of residents. This includes not entering these units without the invitation of the residents.

Student units contain a lounge area for the relaxation and recreation of the students living in that unit. Single students are free to invite visitors of the same sex to their units and use the lounge area for entertaining provided that the other occupants of the unit are not inconvenienced, e.g. through loud talking during study times, etc. When a single student wishes to invite a person of the opposite sex to visit their unit, whether that person be part of a group or by themselves (e.g. their mother or father), the permission of the other members of the unit is required. A single student is not to be alone in the unit with another person of the opposite sex, nor is a person of the opposite sex to be in a student's bedroom.

Residential students require the prior approval of the College Administrator for a visitor (guest, friend or family member) to stay at the College over-night.

SAFETY & SECURITY ONLINE

All students sign the *Electronic Resource Policy* before they commence their studies at PBC.

HEALTH & MEDICAL SERVICES

The following basic information was correct at the time of publication, but more up-to-date contact information should be accessed via the Internet:

Medical Centres:

1.3km from campus - St Luke Medical Centre, 1/57 Burroughs Road, Karrinyup, WA.

6.2km from campus - Stirling Lakes Medical Centre, 1/734 Karrinyup Road, WA.

7.2km from campus – Seacrest Medical Centre, 28 Seacrest Drive, Sorrento, WA.

Hospital Emergency Departments:

Depending on the level of urgency, to avoid long waiting times, check in real time how busy ED's are in comparison to one another: <http://www.health.wa.gov.au/emergencyactivity/edsv/index.cfm>

14.3km from campus – Kind Edward Memorial Hospital for Women, 374 Bagot Road, Subiaco, WA.

15.1km from campus – Royal Perth Hospital, 197 Wellington Street, Perth, WA.

17.3km from campus – Sir Charles Gairdner Hospital, Hospital Avenue, Nedlands, WA.

17.6km from campus – Perth Children's Hospital, 15 Hospital Avenue, Nedlands, WA.

22.5km from campus – Joondalup Health Campus Emergency Department, Corner of Grand Boulevard & Shenton Avenue, Joondalup, WA.

Phone & Online services:

Health and Wellness Services - <https://www.blackswanhealth.com.au/>

Health Direct Australia - a 24-hour health advice service by registered nurses - 1800 022 222 - www.healthdirect.org.au

24-hour Emergency Contacts – Crisis Care Helpline, Lifeline, Sexual Assault Resource Centre, etc. - 1800 199 008 or 9233 1111 or <http://www.entrypointperth.com.au/resources/24hr-emergency-contacts/>

CRITICAL INCIDENTS

In case of a critical incident PBC follows the ***Critical Incident Management Policy*** and the ***Critical Incident Management Procedure*** as outlined on <https://www.pbc.wa.edu.au/student-portal/policies-and-procedures/> for PBC students. Students enrolled for an SCD qualification need to refer to the ***SCD Critical Incident policy*** and the ***SCD Health and Safety Brochure*** available on SCD's website or at <https://www.pbc.wa.edu.au/postgrad-overseas-student-and-campus-services/>.

After hours emergency assistance can be sought from the Chaplain on 08 9243 2002, the Principal on 08 9243 2003, and/or the Property Manager on 08 9243 2004.

SEXUAL ASSAULT OR HARASSMENT SERVICES AND SUPPORT

Perth Bible College is a community-centred, faith-based higher education provider. We believe that community is a primary means for personal transformation as well as being foundational for healthy church ministry. To facilitate this, part of our training includes being part of a transforming community. PBC, therefore, believes that members of this community will feel safe and respected, thereby contributing to both preventing sexual assault and sexual harassment and dealing in a caring manner with incidents that may occur. The practices, policies and procedures that underwrite this belief are outlined in **P42 SEXUAL ASSAULT & HARASSMENT POLICY** and the form ***Application to Use Electronic Resources Perth Bible College***, signed by all students before they commence their studies at PBC.

After hours emergency assistance can be sought from the Chaplain on 08 9243 2002, the Principal on 08 9243 2003, and/or the Property Manager on 08 9243 2004. Students can also gain access to the Sexual Assault Resource Centre (SARC) at <http://www.wnhs.health.wa.gov.au/> or on 1800 199 88 or

08 9340 1828 for free medical, forensic and supportive care, including a free counselling service and an Aboriginal Liaison Officer.

EMERGENCY SERVICES

EMERGENCY	000	For life threatening situations requiring police/ambulance/fire & rescue services
SES	13 25 00	State Emergency Services (SES)
POLICE ASSISTANCE	131 444	When police attendance is required
CRIME STOPPERS	1800 333 000	Report crimes anonymously
POLICE DIRECT	https://www.police.wa.gov.au/	Reports, applications and payments
SEXUAL ASSAULT RESOURCE CENTRE	1800 199 888 08 9340 1828	For free medical, forensic and supportive care to people who have been sexually assaulted or sexually abused in the past two weeks

LEGAL SERVICES

If you need access to external bodies for legal advice on any matter, please consult **Critical Incident Management Policy** and the **Critical Incident Management Procedure** for PBC students and **SCD Student Grievance Policy and Procedures** and **SCD Grievance Flowchart** for SCD students available at <https://pbc.wa.edu.au/student-portal/policies-and-procedures/>.

For other forms of legal advice contact please contact the WA police at <https://www.police.wa.gov.au/> or Legal Aid Western Australia at <https://www.legalaid.wa.gov.au/>.

COMPLAINTS & APPEALS

Perth Bible College implements the **Student Complaints & Appeals Policy** and **Student Complaints & Appeals Procedure** for all internal complaints and appeals. The following policies provide additional guidelines in this regard: P02: ADMISSIONS PROCESS and more specifically 6.11, P03: ENROLMENT and more specifically 3.2 and 4.7, P24: OVERSEAS STUDENT REQUEST FOR TRANSFER and more specifically 2.6, P27: OVERSEAS STUDENT ENROLMENT and more specifically 2.2 and 3.8, P28 ACADEMIC APPEALS, and P31: FREE INTELLECTUAL INQUIRY AND EXPRESSION and more specifically 1.2 and 2.3.

The College refers SCD students to the following policies and procedures: **SCD Brochure – Health and Safety**, **SCD Critical Incident Policy**, **SCD Monitoring Course Progress of Overseas Students Policy**, **SCD Student Grievance Policy and Procedures**, **SCD Grievance Flowchart**, **SCD Transfer between Registered Providers Policy**, **SCD Record-Keeping Policy**, and **SCD Refund and Withdrawal Policy**.

IT SUPPORT

Phone the IT Support line on 08 9243 2028. During office hours, office staff will triage the problem. When necessary, IT staff will be called in to remediate any problems. During out of office hours, students can leave a voicemail message which will be emailed to IT staff to triage and respond to as appropriate.

PBC Online

The College uses PBC Online as our Learning Management System for students to access their course and unit content, as well as study support. Students gain access to PBC Online via the PBC Student Portal using their student email address. PBC Online is the gateway to Studiosity (24/7/365 study support), the HELP Course (extensive study support and PBC assignment completion expectations), all units offered by PBC, assignment submission options, and general information applicable to college life.

EMPLOYMENT RIGHTS & CONDITIONS – FAIR WORK OMBUDSMAN

You can access information on your employment rights and conditions in Australia, and how to resolve workplace issues through the Fair Work Ombudsman's website at <https://www.fairwork.gov.au/small-business-showcase/paying-employees>.

CAREER EXPOSURE

During a student's third year of study they will be involved in the Supervised Field Practicum (SFP) programme. In SFP students are expected to be involved at a leadership level of ministry. This might include involvement with a co-ordination or leadership group for a ministry area, regularly leading a ministry area, planning and running an event, etc. These activities will form a framework for us to discuss your spiritual development and service with you as well as provide for a reference to future employers.

Ministry Forums are held fortnightly on a Wednesday after lunch. They consist of either a visiting missionary or ministry worker sharing with us from their experience and about the ministry they are involved in, or a panel discussion about varied areas of ministry. This enables us to capture a broad vision of what God is doing in His church here and around the world. These forums not only provide the broad vision but also provide contacts from a range of areas that may offer employment opportunities when you complete your studies.

STUDENT CODE OF CONDUCT

The student Code of Conduct detailed below is also available on the website.

1. CODE OF CONDUCT

- 1.1. PBC affirms that the New Testament injunctions establish a standard of conduct for the Christian community which may differ from those of the wider community. (e.g. Rom 12:1, Gal 6:16-26; Phil 2:12-18; Col 2:20-3:17; Eph 4:17-5:5; 1 Peter 2:12). As PBC is part of the Christian community, it is appropriate that the required code of conduct reflects the expectations of that community.
- 1.2. **Respect:** All students should advocate and practise respect for all people.
- 1.3. **Tolerance:** All students should demonstrate tolerance towards those who may hold differing opinions or positions.
- 1.4. **Honesty:** Students should conduct themselves in such a way as to uphold their integrity. They should practice honesty in their dealings with all other parties.
- 1.5. **Harassment:** At no time should a student engage in behaviour which is of a harassing nature. This can include but is not limited to: sexual innuendo, bullying, joking at the expense of others, name calling or labelling, etc.
- 1.6. **Discrimination:** At no time should a student engage in activities which seek to separate and exclude students based on derogatory discrimination. Exclusion can be appropriate in certain circumstances, where the discrimination is not intended in a derogatory manner towards those excluded (e.g. a male or female prayer group). If a student is uncertain, they

should discuss the activity and the basis for exclusion with their Growth Group leader. Students should seek to be as inclusive of all as possible.

- 1.7. **Physical Intimidation & Violence:** Students should not use physical intimidation or violence in their interactions with others. Students should not respond with physical intimidation or violence even if they believe they have been provoked by others.
- 1.8. **Drunkenness:** PBC recognises that alcohol consumption is a matter on which each student must make their own decision. However, drunkenness is not tolerated. Students who do decide to consume alcohol should do so in moderation and in a responsible manner. Alcohol is not permitted within the boundaries of the campus.
- 1.9. **Illicit Drugs:** PBC does not tolerate the use of illicit drugs or the misuse of prescription drugs.
- 1.10. **Sexual Purity:** PBC affirms the New Testament injunction that sexual activity should be constrained within the covenant of marriage. Marriage is considered by the college as being between a man and a woman. Students should maintain their sexual purity in this regard. Outside of the covenant of marriage, students should seek to maintain relationships which respect PBC's definition of marriage, and seek to uphold the sexual purity of others.
- 1.11. **Pornography:** PBC does not tolerate the use or distribution of pornography. Using college facilities to view or distribute or create pornographic materials would be considered as a serious breach of this Code of Conduct.
- 1.12. **Use of PBC name and Logo:** The PBC name and logo should not be used by a student in any formal capacity without the permission of the college Principal. This may include but is not limited to: advertising materials, production of products (e.g. t-shirts, mugs), creation of online groups, etc. This does not restrict students from using the PBC name in expressing their opinions, in the case of free speech, but students must not give the impression they are representing the college without permission.
- 1.13. **Social Networking Websites:** Students should apply the above-mentioned areas of conduct in their use of social networking sites such as Facebook or Twitter.
- 1.14. **Dress:** PBC students should seek to dress in a culturally appropriate manner which would not be construed as offensive (such as in t-shirt slogans/print) or overtly sexually provocative.

CHRISTIAN LIFE AND MINISTRY

Christian life and ministry is an aspect of the community life at Perth Bible College. We would like to help our students develop not only academically but also spiritually and with a heart for service. We therefore provide unique opportunities for you to extend yourself in practical ministry actions and service both in the college community and in your church.

The following opportunities exist:

COLLEGE COMMUNITY CONTRIBUTION OPPORTUNITIES

GROWTH GROUPS

All full-time students, and part-time students when requested, are allocated to a Growth Group which meets fortnightly on a Wednesday afternoon. Growth Groups provide an environment to develop and build relationships between fellow students. Once your studies are completed, the relationships you have developed during your studies will provide a fantastic support network as you venture into ministry. Growth Groups provide an opportunity for students to share together, pray together and fellowship together. Growth Groups will have a faculty member as the Growth Group leader.

MINISTRY FORUMS

Ministry Forums are held fortnightly on a Wednesday after lunch. They consist of either a visiting missionary or ministry worker sharing with us from their experience and about the ministry they are involved in, or a panel discussion about varied areas of ministry. This enables us to capture a broad vision of what God is doing in His church here and around the world. These forums not only provide the broad vision but also provide contacts from a range of areas that may offer employment opportunities when you complete your studies.

DEVOTION TIME

After lunch on Wednesdays a faculty member or a student will be rostered on to lead a 15-minute devotion. These times are a great opportunity to be challenged by God's Word and all full-time students are expected to attend these times.

COLLEGE RETREAT

Early in the first semester each year the college holds a retreat which is a time of spiritual reflection and community building. All full-time and part-time students are invited to attend this enriching community time.

COLLEGE EVENTS

During the year the college conducts several events, including End of Year Dinner, Graduation and Commencement Ceremony, Open Day and Seminars. Students are invited to carry out a duty to assist in the running and success of these events.

COMMUNITY DUTIES

Lunch is provided every Tuesday, Wednesday and Thursday free of charge to attending students. Each attending student will be rostered on a preparation or clean up duty for one of these days.

LOCAL CHURCH CONTRIBUTION

All students should be committed to a local church for the period of study. Students will be requested to nominate a pastor for contact for pastoral care and who may provide feedback to PBC. The senior pastor of the church will be the point of contact for PBC on matters requiring pastoral support.

ATTENDANCE

Students are expected to attend their local church regularly.

PARTICIPATION

Students are encouraged to increase their participation in other events or ministries which operate at their local church during their time of study.

MINISTRY CONTRIBUTION

During a student's second year of study they are encouraged to be involved in a regular ministry contribution. This might include small group leading, leading services, some preaching, leading or teaching in children's or youth ministries, etc.

MINISTRY LEADERSHIP

During a student's third year of study they will be involved in the Supervised Field Practicum (SFP) programme. In SFP students are expected to be involved at a leadership level of ministry. This might include involvement with a co-ordination or leadership group for a ministry area, regularly leading a ministry area, planning and running an event, etc.

These activities will form a framework for us to discuss your spiritual development and service with you as well as provide for a reference to future employers.

INTERNATIONAL MISSION TEAMS

INTERNATIONAL MISSION TEAMS (IMT) is a mission initiative of Perth Bible College. PBC, since its inception has had a heart for mission and ministry, this continues to today. The mission specialisation at PBC has more recently focused on developing graduates who are equipped to be trainers of others in cross cultural settings. IMT now forms a regular part of the practical outworking of this development. The vision of IMT is:

“to partner with, encourage, and build up under-resourced networks of Christian leaders across the world.”

The IMT work commenced in Cambodia in 2008 and now includes Kenya, Sudan, Uganda (among the South Sudanese people), and Ethiopia.

IMT CAMBODIA – Mission Experience

Each year we take a team to Cambodia to give students an opportunity to experience a new country and culture and be involved in a range of cross-cultural ministry opportunities. Each year the team partners with the same network of churches and pastors. We view this as: **Short term mission with long term vision.**

The teams work with children in education centres, with the youth in sport and church activities, and among the adults through bible studies and participation in the annual pastors and leaders conference.

All students are invited to participate in this annual mission trip which takes place during the mid-semester break in late June to early July. The cost is \$3000. If students include the mission trip as part of their studies, \$2000 can be covered by Fee-Help.

IMT AFRICA – Cross Cultural Teaching

IMT has expanded its work to conduct pastors and leaders training in Kenya, Uganda, Sudan and Ethiopia. The focus of this work is to encourage students who have a heart specifically for cross cultural teaching. It also provides opportunities for international students to return to their home countries and work among their own people.

During these trips we conduct pastors and leaders’ conferences and seminars with the aim of strengthening the networks of churches in the countries visited. We find that what is learned by the leaders is readily passed on to all the people they serve. In other words: **Train One – Feed Many.**

These mission trips are designed for advanced students who are seeking to serve the Lord with a cross cultural teaching focus.

FINANCIAL INFORMATION

PERTH BIBLE COLLEGE FEES AND CHARGES 2020

Effective From:
1/1/2020

Australian Students	Per Unit	Per Semester	Per Year	2019
Diploma (per 3hr subject)	\$2,070	\$8,280	\$16,560	\$1,980
Advanced Diploma (per 3hr subject)	\$2,070	\$8,280	\$16,560	\$1,980
Degree (per 3hr subject)	\$2,070	\$8,280	\$16,560	\$1,980
Graduate Diploma (per 3 hr subject)	\$2,400	\$9,600	\$19,200	\$2,280
Masters (per 3hr subject)	\$2,400	\$9,600	\$19,200	\$2,280

Overseas Students

Diploma (per 3hr subject)	\$2,070	\$8,280	\$16,560
Advanced Diploma (per 3hr subject)	\$2,070	\$8,280	\$16,560
Degree (per 3hr subject)	\$2,070	\$8,280	\$16,560
Graduate Diploma	\$2,400	\$9,600	\$19,200
Masters	\$2,400	\$9,600	\$19,200

Semester Enrolment Fee \$300.00each semester

Perth Bible College Audit/Certificate

Per Subject

Certificate	\$495
Audit Only	\$250
Audit (Incl PBC Online and Library)	\$395

Miscellaneous Fees

Overseas Application Fee		\$450
Student Amenities Fee Per Semester:	Full Time	\$100
	Part Time	\$50
Transcript Fee:	Pre 2005	\$60
	Post 2005	\$30
Parchment Fee		\$60

Fees include library usage, three lunches each week, but do not include textbooks etc.

Work Contracts

Available for students who wish to participate in the college maintenance program. \$750 per semester.
Limited number of places available.

Discounts

The spouse of full-time students receive a 50% discount on their course fees if studying for credit.
The spouse of a full-time students can audit 2 subjects free and then will pay in full for extra audit units.
Staff and their families receive a 50% discount off their fees.

Payment Methods

Fees can be paid in the following ways:

- In full at the beginning of each semester.
- Through Using FEE-HELP
- Part cash part FEE-HELP

Miscellaneous Fees and Text Books must be paid for up front.

Refunds

Students withdrawing prior to census date (end of week four) will receive a full refund.
Students who notify their withdrawal from a subject after census date will receive no refund.

FEE-HELP

ABOUT FEE-HELP

Perth Bible College is a registered Higher Education Provider. This enables our students who are Australian Citizens or who hold a Permanent Humanitarian Visa and are enrolled in any of our courses to take advantage of the FEE-HELP loan scheme.

FEE-HELP is an Australian Government loan scheme which assists eligible students to pay their college tuition fees. Students can decide whether to use FEE-HELP to cover all or part of their tuition fees. If a student chooses to access FEE-HELP, the Australian Government pays all or part of the student's tuition fee to the college on behalf of the student. Students begin to repay their FEE-HELP debt to the Australian Government once their income reaches a prescribed threshold. Please visit www.studyassist.gov.au for the most current information on:

- Income threshold level for compulsory repayment
- Lifetime loan limit
- Loan fee applicable to your course

Should you wish to access FEE-Help please see the office for a copy of the FEE-Help information for 2020 for full details.

USE OF COLLEGE FACILITIES

GENERAL FACILITIES

PBC provides a number of different facilities for students. Students are encouraged to treat the facilities with care and respect to allow a minimal requirement for maintenance and upkeep. We encourage residential students to take pride in their surroundings and maintain their units in a way that reflects excellence.

Students should take special care to ensure that all college buildings are kept clean and tidy and well maintained. Please do not nail or stick anything on any wall, either internal or external. In the units, hooks have been provided for posters, etc. in appropriate places.

Students are not to modify any college furniture, fittings, facilities, buildings or gardens except by special prior approval. A maintenance fee is payable by all students as a deposit for their key and against the cost of repairing any damage other than that judged to be fair 'wear-and-tear'. All units are inspected each term and an inventory of college equipment taken.

Students should not use any college equipment without the prior approval of a faculty member.

The college **data projector** can only be used for college purposes. In order to use this equipment, it needs to be booked out and signed for at the office. All of the equipment borrowed, including connecting wires and cords, needs to be returned in good condition and working order, i.e. in the same condition as it was picked up.

Report any maintenance needs by email to the Property Manager (Sione). If any item of maintenance is of an urgent nature also report it verbally to the Property Manager or the office.

Please ensure that the college building is always kept locked after dark and at the weekends. A key to access the library is available from the office.

STUDENT UNITS

The PBC campus contains a number of self-contained units, which are provided for student accommodation. Units are given in order of priority to full-time students, part-time students, and then others.

Life on campus is a privilege and is to be seen as an integral part of any student and their family's spiritual and ministry formation. In many ministry situations, community living is part of the work situation.

All students should treat these units as they would someone's private dwelling and respect the privacy of residents. This includes not entering these units without the invitation of the residents.

Student units contain a lounge area for the relaxation and recreation of the students living in that unit. Single students are free to invite visitors of the same sex to their units and use the lounge area for entertaining provided that the other occupants of the unit are not inconvenienced, e.g. through loud talking during study times, etc. When a single student wishes to invite a person of the opposite sex to visit their unit, whether that person be part of a group or by themselves (e.g. your mother or father), the permission of the other members of the unit is required. A single student is not to be alone in the unit with another person of the opposite sex, nor is a person of the opposite sex to be in a student's bedroom.

ELECTRICAL EQUIPMENT

Radios, televisions, game units, DVD, video, and CD players, etc. should be used with great discretion. We ask single students to keep any television set in the lounge room of the unit, and to use it with discretion, so as not to be a distraction to others in the unit or a waste of study time.

Please help us to economise by turning all lights and heaters off before any room is left vacant.

GUEST STAYING OVERNIGHT ON CAMPUS

Residential students require the prior approval of the College Administrator for a visitor (guest, friend or family member) to stay at the college over-night. **A nightly fee of \$30** is required to be paid for such guests.

RECREATIONAL FACILITIES

The Common Room and the oval are available for the use of staff and students.

CHILDREN OF STUDENTS LIVING ON CAMPUS

Children are allowed in the Common Room and the oval **provided** there is adequate adult supervision at all times. The adult must ensure that all equipment and facilities are used correctly and the area is left clean and tidy when vacated.

FRIENDS OF STUDENTS

Students wishing to have a few friends join them in the use of college recreational facilities may do so but the student must accept full responsibility for ensuring that all equipment and facilities are used correctly and the area is left clean and tidy when vacated.

PARKING

Please only park in a marked bay as parking alongside the kerb can be dangerous. Please do not park in a "RESERVED" bay. Please observe that at the eastern side of the administration building there is a bay designated for "DISABLED" parking. In the front car park, there are seven bays "RESERVED" for office staff and one for Unit 4, with two lots for "VISITORS" in the front parking area. Residential students should try to park in the same marked bay each day and use a drip tray if your car leaks oil. Please refer to the Parking Allotment Plan in the student Common Room for your car parking spot. Because of limited space we can only provide parking space for one vehicle per unit. Extra vehicles from each unit are to be parked in the lower car park or in the overflow parking adjacent to the oval.

THE COLLEGE LIBRARY

INTRODUCTION

The PBC Library is dedicated to the memory of the founding Principal of the college, Rev Carment Urquhart. The library is located adjacent to the foyer in the main administration building. Currently the library holds around 25,000 books, journals, and media, with about 600 books being added annually. The college subscribes to over 20 journals, provides online access to others, and regularly receives news from all major missionary agencies and para-church organisations.

The library is well stocked with commentaries on every book of the Bible, as well as volumes covering all areas of Christian doctrine. Christian Biographies, Church Growth, Pastoral Ministry, Preaching, Counselling, Ethics, Church History and Missions are also included in the major classifications in the library. The Reference Collection contains, in addition to Bible commentaries, concordances, dictionaries, encyclopedias and other research tools.

The library plays a vital role in the work of PBC and every student should take the time to learn how to use it well. It will be needed for writing assignments, preparation of sermons, private research and study for examinations.

LIBRARY USE

The library is open to the public and library members from 8.30 am. to 4.30 pm, Monday to Friday. Students may obtain a key from the office, which allows 24hr access to the library. Please **maintain silence while in the library** since others will be studying there too. **No food may be taken into the library.**

All books used in the library must be placed on the sorting shelves. Do not try and put the books back on the original shelves. Also, do not leave library books on the study desks, etc. They must be returned to the sorting shelves upon leaving the library.

LIBRARY BORROWING

- Undergraduate students may borrow a maximum of **TEN** books at any one time.
- Post Graduate students may borrow **TWENTY** books.
- As a consideration to other library users **no more than THREE books on any one subject may** be taken out.
- Borrowing time is **ONE MONTH** for books and 10 days for DVDs.
- Return books as soon as you have finished with them.
- Books may be renewed – log in under your account to do this.
- Books dealing directly with subjects being studied during the semester are placed on the "Closed Reserve" shelves. These books cannot be borrowed - they must be used in the Library.
- DVDs are available from the office – you must also issue the item out as per issuing instructions below.

EXCLUDED FROM BORROWING

The following items **must not be removed** from the library without the special permission of a faculty member:

Reference books - Closed Reserve Books – Journals – Pamphlets

ISSUING A BOOK OR DVD

Before a book is removed from the library, you must issue the book under your name on the issuing computer in the library foyer. Scan the barcode on your student card or enter your student number then scan the book's barcode to issue the book. Use the same process to borrow a DVD, then take the DVD cover to Reception and you will be given the DVD.

RETURNING BOOKS

Returned books **must not** be reshelfed, or checked in by the borrower, they must be placed in the Return Box located on the immediate left inside the library foyer. DVDs are also to be returned in the Return Box. Books and DVDs may be renewed for a further borrowing period – log in under your account to do this.

OVERDUE BOOKS AND DVDs

Fines are not charged for overdue books and DVDs, but if an item is not returned or a borrower loses an item, it must be replaced or the cost of replacement paid by the borrower.

LIBRARY GUIDELINES

To assist smooth running of the library and in consideration of others please keep the following guidelines for the operation of the library.

- Maintain a quiet atmosphere at all times.
- No food or snacks are to be taken into the library.
- If last to leave, please turn lights, heaters & fans off.
- Place items used in the library on the sorting shelves
- Issue all items correctly on the computer before removing them from the library
- Place all items being returned in the "Returns Box"

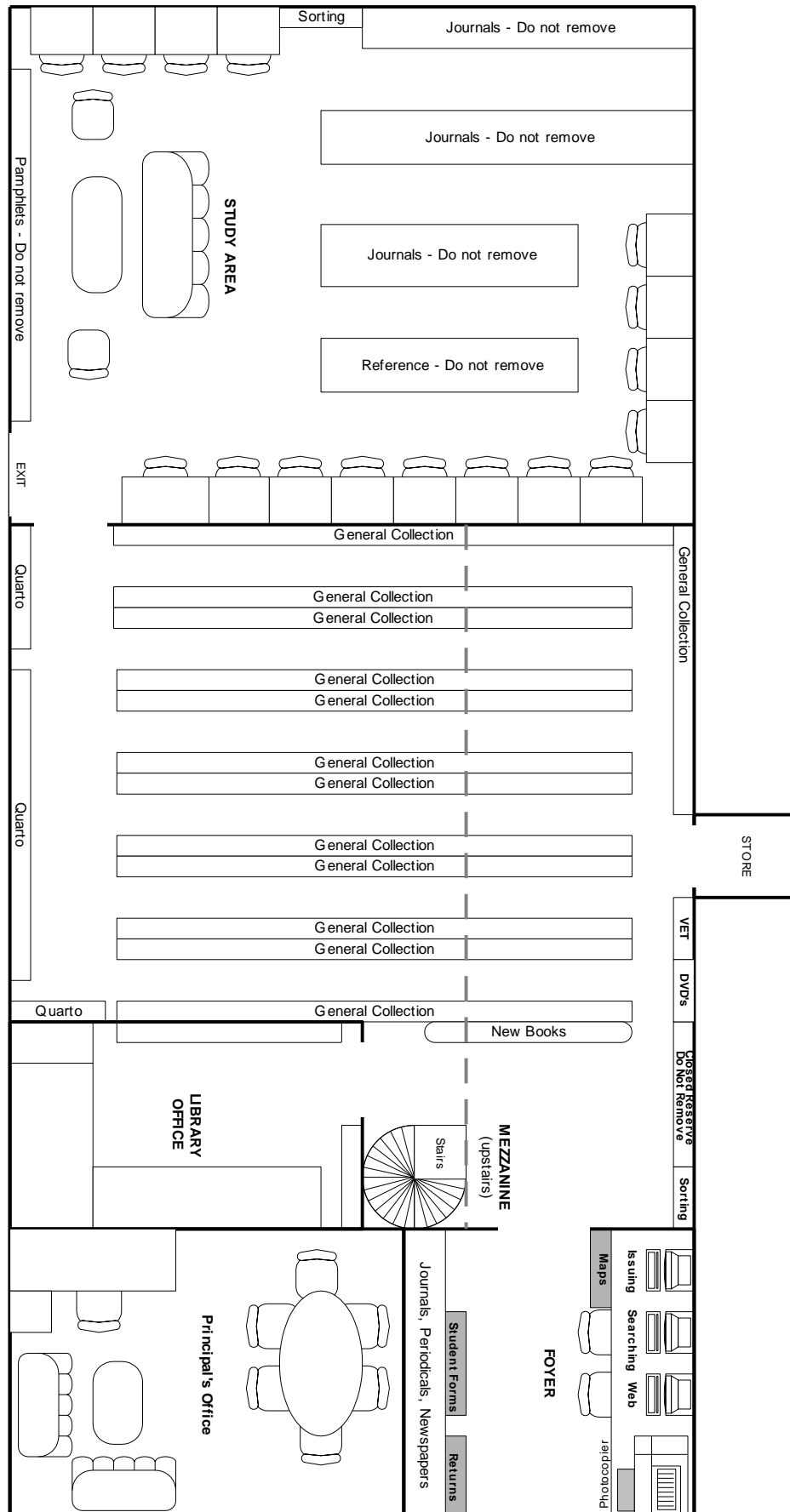
COMPUTER USAGE

Rules for the use of computers in the library:

- Do not use the computers to download non-academic resources (i.e. music, movies, and other programs).
- Do not use the computers for playing games, or any activity unrelated to your studies.
- Ensure your use of the computers does not create any noise.
- Log off the computer after you have finished with it.
- Do not use the college's paper in the printers (You can purchase paper for the printers from the office).

Remember the library is to be a quiet study area for everyone.

URQUHART MEMORIAL LIBRARY FLOOR PLAN



IMPORTANT DOCUMENTS

PBC POLICIES AND PROCEDURES¹

Available for download from <https://www.pbc.wa.edu.au/student-portal/policies-and-procedures/>

Student Handbook & Policies

2019 Student Handbook

Student Code of Conduct

ELECTRONIC RESOURCE POLICY

Student Complaints and Appeals Policy

Student Complaints and Appeals Procedure

P23 ATTENDANCE

Pastoral Care Policies

P25 PASTORAL DISCLOSURE

Critical Incident Management Policy

Critical Incident Management Procedure

P32 STUDENT MENTAL HEALTH POLICY

P42 SEXUAL ASSAULT & HARASSMENT POLICY

P43 STUDENT RETENTION & SUCCESS POLICY

Administrative Policies

P01 GOVERNANCE POLICY

P02 ADMISSIONS PROCESS

P03 ENROLMENT

P04 TERMS & CODES

P05 ACADEMIC RESPONSIBILITIES

P06 UNIT PLANS

P07 GRADING UNITS

P09 INCOMPLETE UNITS

P10 UNIT EVALUATION

P29 UNIT MODERATION & REVIEW

P35 DELEGATIONS AUTHORITY POLICY

Information Management Policy

Information Management Procedure

FEE-HELP

Fees Form 6 2020

Tuition assurance

Equivalent full-time study load values

Financial & Fraud Policies

P20 FEES

Financial Management Policy

Financial Management Procedure

Fraud and Mismanagement Policy

Fraud and Mismanagement Procedure

¹ Please see p. 4 for important information applicable to Semester 1, 2020

Academic Policies

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P12 GRADING ASSESSMENT ITEMS
P13 EXAMINATIONS
P15 EXTENSION OF ASSESSMENT ITEMS
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Credit and Recognition of Prior Learning Procedure
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Course Articulation and Change of Course Policy
Course Articulation and Change of Course Procedure
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P37 ETHICAL CLEARANCE FOR SET ASSESSMENT ITEMS
G01 WRITTEN SUBMISSION GRADING GUIDELINES
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G06 AVOIDING PLAGIARISM GUIDELINES
Student Course Progress Policy
Student Course Progress Procedure

Overseas Students Policies

ESOS Compliance Policy
P24 OVERSEAS STUDENT REQUEST FOR TRANSFER
P27 OVERSEAS STUDENT ENROLMENT

SCD POLICIES AND PROCEDURES

Applicable to **students completing a SCD qualification** on the PBC campus, available for download from <https://www.pbc.wa.edu.au/student-portal/policies-and-procedures/>

SCD Appeals-Procedures
SCD Health and Safety Brochure
SCD Code-of-Ethics-Policy
SCD Credit-and-RPL-Procedures
SCD Critical Incident Policy
SCD Enrolment-Policy-English-awards
SCD Information-Sheet-for-Overseas-Students
SCD Library-Policy
SCD Library-Regulations
SCD Marketing-to-Domestic-and-Overseas-Students-Policy
SCD Monitoring Course Progress of Overseas Students Policy
SCD Recognition-of-Prior-Learning-Policy
SCD Record-Keeping Policy
SCD Refund and Withdrawal Policy
SCD Student Disability Policy
SCD Student Grievance Policy and Procedures

SCD Grievance Flowchart

SCD Student-Result-Procedures-Assessment-and-Monitoring

SCD Students-at-Academic-Risk-Policy-and-Procedures-

SCD Student-Support-and-Welfare-Policy

SCD Suspension-Deferment-and-Cancellation-Policy

SCD Transfer between Registered Providers Policy

More SCD policies and procedures are available from <https://scd.edu.au/about/policy-procedure-manual>.

Additional information for domestic students is available from <https://scd.edu.au/current-students/> and for international students from <https://scd.edu.au/international-students>.

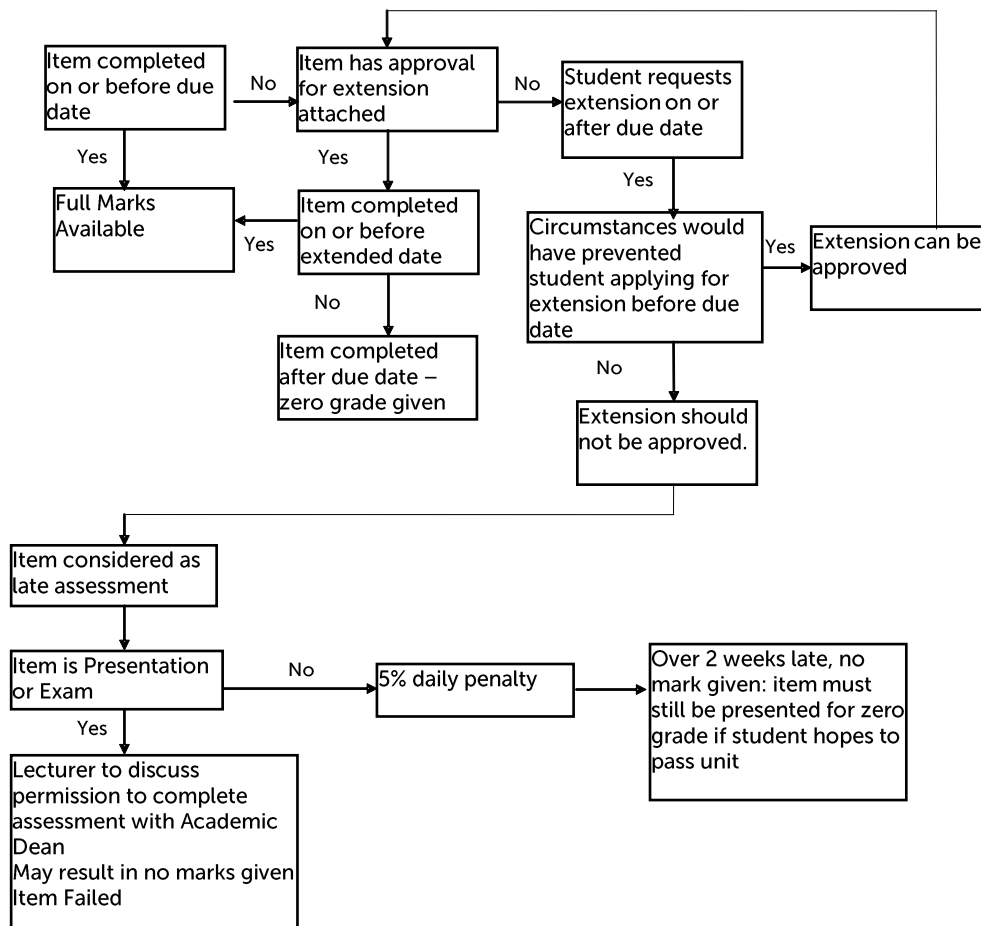
EXTENSION OF ASSESSMENT ITEMS (from policy P15)²

A student may be granted an extension of any form of assessment in the following circumstances:

- medical grounds;
- representation in sporting or cultural activities at state, national or international level;
- compassionate grounds (i.e. bereavement); or
- special unforeseen circumstances.

Students must apply for extension via the 'Application for Extension of Assessment Item' form. All applications must be submitted to the College office.

The process of extensions and the associated penalties for late submission is depicted in the following flowchart (for full details on late assessment penalties see policy P17).



² Please see p. 4 for important information applicable to Semester 1, 2020

ACADEMIC MISCONDUCT (from policy P18)³

In line with other tertiary institutions throughout Australia, Perth Bible College regards academic misconduct as a serious matter. Academic misconduct includes areas such as plagiarism; unauthorised collaboration; cheating and theft of another student's work. SCD students are referred to the SCD Academic Integrity Policy available at <https://scd.edu.au/about/policy-procedures-manual/>.

Plagiarism

- 1.1. PBC defines plagiarism as the presentation of the ideas, words or work of another as one's own ideas, words or work.
- 1.2. Plagiarism can occur as either a deliberate act to mislead or as an unintentional result of improper use of, or inadequate referencing conventions.
- 1.3. Plagiarism can consist of direct quotations not correctly referenced, summaries of other's work not correctly referenced, the use of another student's work not correctly referenced, the repetition or summary of work or ideas from the class not correctly referenced.
- 1.4. Students should provide correct referencing (see G02 Referencing Conventions Guideline) whenever they:
 - Directly quote another source. Whether the quote is from written, oral, or other form of source.
 - Summarise another source. Whether the summary is of a written piece, an oral presentation or other form of source.
 - Present ideas or work that has come from another source. Whether the ideas or work have come from a written, oral or other form of source.
- 1.5. Plagiarism whether deliberate or unintentional is a serious academic offence and PBC will not tolerate its use within the institution.
- 1.6. It is acknowledged that there are various degrees of plagiarism. PBC refers to the document "The Plagiarism Spectrum" produced by www.turnitin.com in this context, focusing especially on the three most severe forms listed there: Clone, CTRL-C, Find-Replace.

It is also **important** that you familiarise yourself with the following documents in the **Appendices section** of this Handbook:

- Appendix 1: Ensure Originality and Integrity
- Appendix 2: White Paper - The Plagiarism Spectrum: Instructor Insights into the 10 Types of Plagiarism
- Appendix 3: Perth Bible College Academic Misconduct Penalty Schedule

³ Please see p. 4 for **important information** applicable to Semester 1, 2020

ASSESSMENT ITEM KEY TERMS AND GUIDELINES

(from guideline G05)

Introduction

The following guideline provides direction for students on preparing for four of the main types of assessment items set at PBC. This guideline does not cover every different type of set assessment item and students, if unsure or unclear on what is being requested, should speak with their unit lecturer.

The four assessment items covered in this guideline are:

- Research Reports
- Essays
- Presentations
- Written Examinations

KEY TERMS⁴

The following are the key terms and their definitions as understood at PBC. These key terms are used in setting questions for assessment items. When attempting to answer a set question, students should identify any key terms and ensure they are aware of what the key term is asking them to do. If an assessment item question uses a term not included in this list, students should clarify with the unit lecturer the definition for that term.

Analyse - to take an idea or position apart and show how the various points interrelate;

Argue - to take up a certain position and show convincing reasons why this position is better than others;

Compare and contrast - show the similarities and differences between differing positions;

Criticise - critically evaluate an idea or position giving attention to the grounds on which it is constructed;

Define - show the essence of, and the boundaries for, understanding a certain position or term;

Describe - show the different aspects that are important to note in order to understand a position;

Discuss - bring different points of view to bear on the topic under consideration;

Evaluate - give reasons why you accept or reject a certain position;

Examine - very similar to analyse;

Explain - show how the different aspects fit together to develop a certain position;

Illustrate - support an idea or position through the use of examples;

Interpret - show the significance of a position or idea as you understand it;

Justify - make a strong argument in support of one position;

Outline - give an overview of the most relevant facts;

Prove - use empirical methods which include a control group;

⁴ Van Oudtshoorn, A. (2007) *A taste of glory: an introduction to theological studies*.

Review - give a short overview of the contents of a book or journal article and critically evaluate the position taken and the main arguments for doing so;

Trace - give special emphasis on the development of a position.

PREPARATION

Students should recognise that one of the key elements to completing assessment items successfully is the preparation that goes into each assessment item. The preparation required for different assessment items will vary depending on the student and the type of assessment item.

It is recommended that each student undertakes the Study Skills unit to begin to identify the preparation techniques they will need to develop in order to progress successfully and improve as a student. Some further direction is provided below.

RESEARCH REPORT AND ESSAY PREPARATION

It is recommended that students consult *A taste of Glory: An introduction to theological studies* (2007, van Oudtshoorn) chapter nine: *How do you write a good assignment?* In preparation for submitting a research report or essay.

Attention should be given to ensure that research reports and essays are presented suitably. How work is presented provides an impression for the lecturer of how much attention has been given to the assignment. Taking the time to ensure your submission is presented well provides a good impression.

This includes:

- **English:** written submissions need to be written in good diction, phraseology, and style. Using a dictionary and thesaurus is recommended and careful attention to software spell checkers and grammar checkers should be maintained. Each paragraph must flow smoothly. Take care to ensure agreement; singular with singular and plural with plural. It is expected that students will have proof read their submissions.
- **Objectivity:** wherever possible be objective and eliminate first person references. Submissions should be written in the third person which means avoiding words such as: I, we, you, mine, our, your, etc, as well as commands and exhortations.
- **Names and titles:** Generally, all persons referred to in a written submission should be by impartial reference meaning they are referred to by surname only.
- **Inclusive language:** Students should avoid such gender bias and write in inclusive way, e.g. use 'humans' instead of 'men', 'humanity' instead of 'mankind', or use 'people' or 'persons', etc. Select appropriate personal pronouns – this is often best done by using the plural, 'they', instead of 'him' or 'he/she'.
- **Foreign words:** Type foreign words (transliterated into English) in italics, e.g. *Parousia*. Ensure that if you are using a foreign word you have demonstrated that you understand the meaning of the word. This may require a short 'gloss' of what the term means.
- **Numbers:** If a number can be written in one word, do so (e.g. twelve rather than 12, but 24, not twenty-four).
- **Rhetorical Questions:** While rhetorical questions are fine in sermons, they have no place in an academic paper. You must supply answers not questions.
- **Use Active verbs:** Try to avoid passive verbs where possible. Active verbs generally convey the meaning more clearly.
- **Personal pronouns:** When you use a personal pronoun, it should always refer back to the nearer antecedent. If not, use the proper noun to avoid confusion.

- **Formatting:** submissions should be presented with the following formatting:
 - A4 size document
 - Page layout of 25mm margins
 - Double line spacing
 - Long quotes are single line spacing and indented
 - 12 point easy to read font, consistent throughout
 - Avoid “widows” and “orphans” – a single line on the bottom or top of a page
 - Page numbers (excluding title page and contents pages) included at top right-hand corner

CHECK LIST FOR WRITTEN ASSIGNMENTS:

We often find that lecturers repeatedly have to make comments to remedy the same basic mistakes in essays and reports. In order to ensure that essays and reports conform to the academic style, format and structure demanded from authors, students will be required to complete a check list for each assignment. By doing so, students will be able to ensure that their writing conforms to the standards required at PBC.

STRUCTURE
INTRODUCTION
My introduction clearly sets out the problem to be addressed
My introduction sets out the thesis that I will develop in the paper as a response/ possible answer to the problem
My introduction sets out the major arguments that I will develop to support my thesis
CONCLUSION
My conclusion summarises the main arguments and conclusions in support of the thesis
My conclusion does not contain any new information or arguments
BODY - PARAGRAPHING
Every new thought is in a new paragraph
Every paragraph contains a sentence linking it to the previous and /or following paragraphs
Every paragraph contains a topic sentence (mini thesis statement) that sets out the argument or main point of the paragraph.
Every paragraph shows how its mini-thesis supports the main thesis of the paper
Every paragraph contains supporting arguments as evidence for the mini-thesis statement
Every paragraph contains a concluding sentence or two that summarises the arguments in support of the mini-thesis as well as the thesis of the paper
CITATIONS
I have used the required number of citations from books employing the required style
I have used the required number of citations from journal articles employing the required style
I have cited other authors' ideas as well as direct quotations
I have critically engaged with the citations
WORD COUNT: (please insert the word count for the paper)
CONTENTS
I have analysed the topic and have written an adequate response
I have critically engaged with books and articles that are relevant to the topic
I have developed my own thoughts on the topic
EDITING
I have checked the paper for grammatical and spelling errors
I have made sure that I have written full sentences and used appropriate punctuation marks
ORIGINALITY
This assignment is all my own original work
VALUE
I have found doing this assignment a valuable learning experience. Yes/ No/ Undecided

RESEARCH REPORTS

What is expected from a research report?

A research report is generally used in the presentation of the results of a research task. A research report is expected to present the results of the research clearly in a logical flow of ideas.

A research report contains headings and sub-headings to identify and separate the content. A research report is written in paragraphs but may also contain charts, diagrams, figures, etc.

Each section of a report should contain paragraphs which are linked in a logical sequence. However, there is no requirement to link from one section and the next section. The report should still maintain a logical sequence of sections.

A research report does not need to carry one central argument/idea supported by minor supporting arguments and ideas. However, sections should only carry one central argument/idea/area of research.

The conclusions from the research may be presented in the conclusion of the research report. In this case all conclusions need to relate directly to the presented sections and not introduce any new information.

At PBC a Research Report should consist of seven parts:

Assignment Cover Sheet

The *Assignment Cover Sheet* needs to be attached to each submitted research report. Lecturers need to ensure that the student has signed the cover sheet stating that the work is that of the student unless indicated otherwise. If a cover sheet is unsigned the lecturer should return the assignment to the student to sign before it is graded.

The *Assignment Cover Sheet* outlines the criteria which the lecturer will be assessing and providing feedback to the student on. *Assignment Cover Sheets* are an important learning tool as lecturers will provide feedback on areas which represent good practice and areas which require improvement. Returned assessment items will direct students on how they can improve their work and this should be utilised by students.

Title Page

The title page contains:

- (a) The Title of the Assignment (near the top of the page),
- (b) The student's name (near the centre of the page),
- (c) A block near the bottom of the page containing:

Assessment Item Number,
Unit Title and Number,
Lecturer's name, and
Date Due.

Contents Page

The contents page comprises a list of each section heading or sub-heading showing the page number on which each commences.

Introduction

The Introduction commences on a new page. Every research report should commence with an introduction, which briefly introduces **both** the topic being considered, **and** how the assignment will approach the topic. The aims of the report should be clarified up front. The introduction should occupy about 10% of the assignment. **In the introductory paragraph:**

- a) restate the question, showing an understanding of the requirements of the task [using your own words to explain more complex ideas/terminology used in the question]
- b) briefly summarise the topics (ideas) of each of the body paragraphs
- c) give some indication of the position you are taking on the issue under discussion

Body of the Report

The body of the report should consist of a number of sections and sub-sections, each containing the evaluation of and results of the research. Each section should be carefully written in correct English and set out in paragraphs each of which develops one central idea. Headings and sub-headings should help the reader to identify major topics being presented.

Conclusion

The conclusion presents no new material, but rather summarises the ideas presented and possibly suggests solutions to a problem, areas for further research or the student's opinion based on the research. It should give the reader a sense that the paper is now finished. As with the introduction, the conclusion occupies about 10% of the assignment.

Reference List

Whenever quotations occur in any assignment the correct procedure must be followed (see PBC Referencing Guideline). Any assignment which has used other source material is required to have a "**Reference List**" attached. Direction in relation to the appropriate number of references will be given in the unit plan or the minimum requirements should be met for each learning level (See PBC Referencing Guideline). The Reference List commences on a new page.

ESSAYS

What is expected from an essay?

An essay is generally the presentation of one argument or idea. An essay is expected to convey this argument or idea clearly by linking together supporting materials, arguments and ideas in a logical sequence.

An essay does not normally contain headings or sub-headings. Each new point needs to fit within the logic of the presentation and be linked to the previous point.

An essay is written in paragraphs and would only contain charts, diagrams, figures, etc, if they were integral to supporting the position and provided a concise representation of ideas.

Essays should contain a logical sequence of paragraphs which are linked with good transitions. Overall, each paragraph should be supporting the main argument or idea and linked to both the previous and following paragraph.

At PBC an Essay should consist of four parts:

Assignment Cover Sheet

The *Assignment Cover Sheet* needs to be attached to each submitted essay. Lecturers need to ensure that the student has signed the cover sheet stating that the work is that of the student unless indicated otherwise. If a cover sheet is unsigned the lecturer should return the assignment to the student to sign before it is graded.

The *Assignment Cover Sheet* outlines the criteria which the lecturer will be assessing and providing feedback to the student on. *Assignment Cover Sheets* are an important learning tool as lecturers will provide feedback on areas which represent good practice and areas which require improvement. Returned assessment items will direct students on how they can improve their work and this should be utilised by students.

Title Page

The title page contains:

- (a) The Title of the Assignment (near the top of the page),
- (b) The student's name (near the centre of the page),
- (c) A block near the bottom of the page containing:

Assessment Item Number,
Unit Title and Number,
Lecturer's name, and
Date Due.

The Essay

Essays are made up of three essential parts:

An introductory paragraph: outlining the thesis statement of the essay and the steps that will be taken to establish the thesis. It is not appropriate to say "I will discuss, or this essay will discuss".

The Essay Body: a logical sequence of linked paragraphs which progress through the steps outlined to establish the thesis.

A concluding paragraph: summarising the thesis and the steps taken to establish it. No new information included.

Essays should be carefully written in correct English and set out in paragraphs each of which develops one central idea.

Reference List

Whenever quotations occur in any assignment the correct procedure must be followed (see PBC Referencing Guideline). Any assignment which has used other source material is required to have a "**Reference List**" attached. Direction in relation to the appropriate number of references will be given in the unit plan or the minimum requirements should be met for each learning level (See PBC Referencing Guideline). The Reference List commences on a new page.

PRESENTATION PREPARATION

It is recommended that students consult *A taste of Glory: An introduction to theological studies* (2007, van Oudtshoorn) chapter nine: *How do you write a good assignment?* in preparation for a presentation. Whilst not all presentations require a written submission, the preparation for the content of the presentation is the same as that for a written submission.

Students should also take time to practise their presentations. Students are encouraged to deliver their presentations as if to an audience, including using any presentation aids. This will allow students to establish the time the presentation will take and make any required adjustments, as well as allow a student to have an indication of how well they know the presentation they are delivering.

PRESENTING THE PRESENTATION

Attention should be given to ensure that presentations are presented suitably. How work is presented provides an impression for the lecturer of how much attention has been given to the assignment. Taking the time to ensure your presentation is presented well provides a good impression. This includes:

- **Speaking:** presentations are to be delivered orally in English. Students need to speak clearly and audibly.
- **Body Language:** students need to maintain eye contact and use appropriate gestures. Not knowing your content and needing to read from notes generally causes this area to deteriorate.
- **Time requirements:** Presentations have a set time and it is important to meet this requirement. By practising your presentation, you will be able to establish how close you are to the time requirements.
- **Presentation Aids:** Well prepared aids are effective, poorly prepared aids are often distracting and detract from the presentation. Make sure you know how to use your aids competently.
- **Organisation:** students need to be organised and ready to deliver their presentation as required. This may mean organising that a data projector will be available, or audio equipment. It also means ensuring that students are provided with the A4 handout.
- **Questions:** While rhetorical questions are fine in sermons, they should generally be avoided in a presentation. Questions should be “open questions” (i.e. not yes/no answers) to encourage participation and discussion. Questions like: “What do you think?” or “Which position would you support?” should not be used if you have not presented enough information for audience to form an informed opinion. They should also not be used as a substitute for you clearly presenting what you think and which position you support.
- **Appearance:** students should present themselves in a manner appropriate for someone delivering into the setting of the presentation. E.g. if the presentation is delivered in class, you should present yourself in a manner similar to the lecturer, not a manner similar to other students.

PRESENTATIONS

What is expected from a presentation?

A presentation should be an engaging oral delivery of either research results or an argument for a thesis statement.

Presentations are not the same as reading out a written submission. A presentation should concisely represent any written submission which may have been required as well.

In a presentation a student should:

- **Identify and summarise the major issues**
Presentations are not expected to cover all the areas possible on a given topic. Students should be selective in what is presented, identifying and focusing on the major issues.
- **Critically analyse the major issues**
The presenter should demonstrate that they have been able to isolate the key issues related to the topic. This means a student would need to demonstrate their ability to identify between a source's 'surface' position/s and identify the key elements which support such a position.
- **Argue for a position/s related to the major issues**
The presenter should demonstrate that they have thought critically about the major issues and have not simply adopted the view point of a source. It is important for presenters to not only present their position on a major issue but also demonstrate the reasoning and argument for the position they have taken. The presenter should offer more than one position on major issues to allow them to demonstrate their decision for the position they have taken and why they have decided against other positions.
- **Consider the practical implications**
The presenter should be able to demonstrate areas where the major issues will impact practically. The presentation should clearly demonstrate the connection of the theological or theoretical with the practical implications.
- **Present in an appropriate format**
Presentation formats are not restricted to a seminar style delivery. Each presenter may decide on a delivery style that will: maximise the impact of their presentation; help class members think through the issues raised and encourage critical participation by all class members.
- **Incorporate appropriate aids**
As far as possible, the oral presentation should be supported by appropriate aids such as diagrams on the whiteboard, use of PowerPoint, video, music, etc. Aids should be used to improve the impact of a presentation and presenters should be careful to not use aids which do not improve the presentation. Presenters should also ensure that they can operate any aids competently.
- **Involve and engage audience**
Presenters should look to create a learning environment which encourages the audience members to participate where appropriate. This may include but is not limited to providing a number of thought-provoking questions to stimulate discussion on the topic. Such questions may help identify concerns, clarify issues, and/or stimulate further critical reflection.
- **Provide a summary handout**
Presenters should prepare a carefully structured single-sided one-page, 12-point font size, A4 handout for each class member to facilitate their comprehension of the topic. The presenter should be selective in what is included and use the most appropriate format for the greatest clarity and impact. This could be prose, tabulated notes, diagrammatic representation, etc. The handout should be appropriately referenced.

At PBC a Presentation should consist of four parts:

Presentation Cover Sheet

The *Presentation Cover Sheet* needs to be attached to the presentation handout and submitted to the lecturer on the day of the presentation. Lecturers need to ensure that the student has signed the cover sheet stating that the work is that of the student unless indicated otherwise.

The *Presentation Cover Sheet* outlines the criteria which the lecturer will be assessing and providing feedback to the student on. *Presentation Cover Sheets* are an important learning tool as lecturers will provide feedback on areas which represent good practice and areas which require improvement. Feedback on presentations will direct students on how they can improve their work and this should be utilised by students.

Handout

A copy of an A4 handout should be provided for each member of the class. A copy should be stapled to the *Presentation Cover Sheet* and submitted to the lecturer.

The handout should contain:

- (a) A header including the student's name and the presentation title,
- (b) The main content of the handout,
- (c) A reference list at the bottom of all sources cited on the handout.

The Presentation

Whilst different presentation formats are encouraged it is important that a presentation contains:

Introduction: A presentation needs to introduce the topic of the presentation in an engaging way.

Presentation Body: the body of the presentation should work through the major issues in a logical sequence and present the relevant practical implications. The presentation body should seek to engage and involve the audience.

If the presentation also had a submitted written paper, no new points should be included in the presentation, and the presentation should follow the logical sequence and arguments of the written paper. However, keep in mind you should not simply read out your paper.

Conclusion: a presentation should conclude with a summary of what has been established during the presentation. New information is not to be introduced.

Question time: as a presenter you should be prepared to answer questions related to your presentation. Your ability to answer questions will demonstrate how well you have researched or covered your topic beyond what you have presented.

Presentation aids

Presentation aids are encouraged as they can greatly enhance a presentation. Presentation aids should be used to emphasise the presentation content. E.g. PowerPoint presentations should only contain key dot points and key quotations, not superfluous amounts of written work that is read out or expected that the audience will read. All presentation aids should be referenced. For PowerPoint it is appropriate to cite sources as per a written submission on slides throughout the presentation and include a reference list slide as the last slide.

WRITTEN EXAMINATION PREPARATION

Preparation for written examinations begins on the first day of class. It is important to maintain good notes of class content as these will provide preparation aids for the examinations at the end of the semester. Often lecturers will indicate especially relevant areas in classes and making a clear note of this allows for direction in preparing for examinations. Reviewing notes on a weekly basis will improve your ability to recall key areas.

Past examination papers are released in the library (not for loan) prior to the exam period and these provide an excellent resource in preparing for examinations.

Using concise summaries, diagrams, mind maps, pictures can provide a useful way to recall the key points related to a topic or question. Such items can be put down at the beginning of the examination for the questions the student chooses to answer, allowing the final answer to be constructed from this aid later in the exam period.

REFERENCING GUIDELINES

(from guideline G02)

REFERENCE REQUIREMENTS

Unless stated otherwise assessment items requiring referenced research should normally give evidence of consulting a minimum of:

- For 500 level units: At least 5 references
- For 600 level units: At least 7 references (including 1 journal article)
- For 700 level units: At least 8 references (including 2 journal articles)
- For 800+ level units: At least 12 references (including 3 journal articles)

Students should be aware that meeting the minimum requirements only forms a small part of grading related to use of other source materials. Poor usage of sources to meet the requirements would impact detrimentally in this area.

REFERENCING STYLE

Our referencing format is based upon the Harvard System, with modifications by the University of South Australia. Students may use **Zotero**, an electronic referencing system, and download the **University of South Australia, 2013 (Harvard)** format from the Zotero Style Repository. What follows is to be used as a guide; for more information please refer to the G02: Referencing Conventions Guidelines.

IN-TEXT REFERENCING

When the in-text reference is a direct quote, the text must be quoted word for word and contained within single quotation marks (e.g., 'A quotation should look like this.'). Paraphrased quotes do not require quotation marks but DO require proper citation. The basic format for in-text referencing includes the author's surname, the year of publication, and page number(s) (e.g., p. to indicate one page; or pp. to indicate multiple pages).

If the author is cited **before** the quotation, then only the year of publication and page number are in brackets. If the author is cited **after** the quotation, the author is included with the year and page number(s) in brackets. If no date is available, the abbreviation for no date (n.d.) should be used. In cases where an author cannot be identified, students should use "Anon" in place of the author's name. Regarding e-books (e.g., Kindle), chapter number is used instead of page number.

See examples below:

- | | |
|--------------------------------------|----------------------------------|
| • Before quotation, single page – | Hynde (1984, p. 116) |
| • Before quotation, multiple pages – | Hynde (1984, pp. 116-117) |
| • After quotation, single page – | (Hynde 1984, p.116) |
| • After quotation, multiple pages – | (Hynde, 1984, pp. 116-117) |
| • Two authors – | (Schuller & Brekke 1980, p. 81) |
| • More than two authors – | (Schuller et al 1980, pp. 81-82) |

REFERENCE LIST

The Reference List for assessment submission must:

- Only contain the references for sources which have been used in the submission
- Be placed at the end of your work
- Be arranged in strict alphabetical order by author surname
- Use the appropriate end reference formats detailed below.

Please note that this is NOT an exhaustive list. Please refer to the web link provided below for a comprehensive list.

END-TEXT REFERENCES

BOOKS

Author (i.e., Surname), Initial(s) Year, *Title: subtitle*, Publisher, Place of publication.

Book (single author)

Hynde, D 1984, *Australian Christianity in outline*, Lancer, Homebush West.

Book (single author, later edition)

Fenna, A 2004, *Australian public policy*, 2nd edn, Pearson Education Australia, Frenchs Forest.

Book (More than one author)

Schuller, DS, Strommen, MP & Brekke, ML 1980, *Ministry in America*, Harper & Row, New York.

Book (Multiple works from one author within the same year).

Witmer, SA 1962a, *The Bible college story*, American Association of Bible Colleges, Fayetteville.

Witmer, SA 1962b, *Preparing Bible college students*, American Association of Bible Colleges, Fayetteville.

Edited book

Morrison, D (ed.) 2010, *The Cambridge companion to Socrates*, Cambridge University Press, Cambridge.

Kronenberg, F, Pollard, N & Sakellariou, D (eds) 2011, *Occupational therapies without borders: towards an ecology of occupation-based practices*, vol. 2, Churchill Livingstone Elsevier, Edinburgh.

Chapter in a book

Abbott, S 2010, 'High concept thrills and chills: the horror blockbuster', in I Conrich (ed.), *Horror zone: the cultural experience of contemporary horror cinema*, I.B. Tauris, London, pp. 27–44.

E-Book (single author)

Skloot, R 2010, *The immortal life of Henrietta Lacks*, Kindle, Random House, New York.

ARTICLES

Author, Initials Year, 'Title: subtitle', *Journal or Magazine Title*, vol #, issue #, pp. numbers.

Journal

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Please go to the following link for more information:

https://lo.unisa.edu.au/pluginfile.php/438774/mod_book/chapter/39173/HRG_January_2015_final_version.pdf

If, for some reason, your particular source does not feature here or in the more comprehensive University of South Australia guide, determine which type of source is closest to that which you wish to reference and follow that convention as closely as possible (e.g., a newspaper source would be closest to a journal or magazine article so follow that style). Above all else, be consistent in your formatting process.

COURSE OUTLINE AND GRADUATION REQUIREMENTS

DIPLOMA OF MINISTRY (1 Year)

Structure of the course of study: The course structure is based on two semesters (each 15-week duration), with four units taught in each semester. It comprises:

- 4 Core units
- 2 Ministry units
- 2 Electives (May include study Ready Units and extra Core Units)

For provisional enrolment students must complete:

- 4 Core units
- 2 Study Ready units
- 2 Ministry Units

Content of the Course of Study		Credit Points
Core Units	First Semester	
	<i>Either</i> OT501: Old Testament A – Narrative <i>OR</i> NT501: New Testament A – Narrative	3
	HE501: Interpreting the Bible	3
	2 Ministry Electives	6
	Second Semester	
	<i>Either</i> OT502 Old Testament B – Poets & Prophets <i>OR</i> NT502 New Testament B – Letters TH501 Introduction to Theology	3 3 3
	2 Ministry Electives	6
Ministry Units	PM501 Personal & Ministry Formation A (1 st semester, preferred)	3
	PM502 Personal & Ministry Formation B (2 nd semester, preferred)	3
	Pastoral	
	PA601 Leading Christian Ministry	3
	PA602 Pastoral Ministry	3
	PA603 Preaching	3
	CO602 Pastoral Counselling in a Christian Context	3

	Counselling	
	CO601 Models for Pastoral Counselling	3
	CO602 Pastoral Counselling in a Christian Context	3
	CO603 Pastoral Counselling as Community Care	3
	CO604 Marriage & Family	3
	Missions	
	MI601 Foundational Mission Perspectives	3
	MI602 Cross Cultural Training	3
	MI603 Christianity & World Religions	3
	MI605 The Local Church & Mission	3
	MI501 Ministry in a Cross-Cultural Context	3
	Chaplaincy	
	CP601 Missional Chaplaincy	3
	CP602 Chaplaincy Processes	3
Study Ready Units	CE502: Effective Academic Communication	3
	CE503: Theological Thinking & Writing	3
Rules of Progression: Graduates require a total of 24 credit points and a minimum of eight 500 level units.		
Other Protocols of the course: For students completing the Diploma of Ministry in preparation for School Chaplaincy are required to complete the Educational Chaplaincy 500 and Models of Pastoral Counselling 600 units to meet the YouthCARE qualification requirements.		

ADVANCED DIPLOMA OF CHRISTIAN MINISTRY (3 Years)

Structure of the course of study: The course structure is based on six semesters (each 15 weeks duration), with four units taught in each semester. It comprises:

- 6 core first year core units
- 2 first year specialised units
- 8 core second and third year units
- 4 ministry specialisation units
- 2 field placement capstone units
- 2 elective units

Content of the Course of Study		Credit Points
Core Units	FIRST YEAR First Semester OT501: Old Testament A - Narrative NT501: New Testament A – Gospels & Acts HE501: Interpreting the Bible PM501: Personal & Ministry Formation A	
		3
		3
		3
		3
	Second Semester OT502: Old Testament B – Life Before God NT502: New Testament B – Life Before God TH501: Introduction to Theology PM502: Personal & Ministry Formation B	
		3
		3
		3
		3
	SECOND YEAR First Semester OT601: Old Testament Studies A TH601: Christ & The Holy Spirit	
		3
		3
	Second Semester NT601: New Testament Studies A TH602: The Church: Engaging with the World	
		3
		3
	THIRD YEAR First Semester OT602: Old Testament Studies B TH603: The Church: Its Essence & Expression SF601: Supervised Field Education A	
		3
		3
		3
	Second Semester NT602: New Testament Studies B CH601: The Church: Its History and Theology SF602: Supervised Field Education B	
		3
		3
		3

Specialisations	PASTORAL	
	PA601: Leading Christian Ministry	3
	PA602: Pastoral Ministry	3
	PA603: Preaching	3
	CO602: Pastoral Counselling in a Christian Context	3
	PA606: Denominational Polity	3
	COUNSELLING	
	CO601: Models for Pastoral Counselling	3
	CO602: Pastoral Counselling in a Christian Context	3
	CO603: Pastoral Counselling as Community Care	3
	CO604: Marriage & Family	3
	MISSIONS	
	MI601: Foundational Mission Perspectives	3
	MI602: Cross Cultural Training	3
	MI603: Christianity & World Religions	3
	MI605: The Local Church and Mission	3
	MI501: Ministry in a Cross-Cultural Context	3
	CHAPLAINCY	
	CP601: Missional Chaplaincy	3
	CP602: Chaplaincy Processes	3
	CO601: Models for Pastoral Counselling	3
	CO603: Pastoral Counselling as Community Care	3
	CP501: Educational Chaplaincy-Field Education	3
	CP604 Clinical Pastoral Education (CPE)	6
Electives	Students may complete any specialisation unit as an elective.	
Rules of Progression: Graduates require a total of 72 credit points with a maximum of ten 500 level units.		
Other Protocols of the course: To include the specialisation in the title students must complete the four indicated 600 level units and complete the two Supervised Field Education units in the same area. Students may complete the award with no specialisation title.		
Pre-requisite for specific subjects: Supervised Field Education (SFE) requires the completion of Personal & Ministry formation A&B and the completion of 2 ministry specialisation units. Students are required to have achieved 42 credit points prior to SFE admission.		

BACHELOR OF MINISTRY (3 Years)

Structure of the course of study: The course structure is based on six semesters (each 15 weeks duration), with four units taught in each semester. It comprises:

- 8 core first year units
- 8 core second and third year units
- 4 ministry specialisation units
- 2 field placement capstone units
- 2 elective units

Content of the Course of Study		Credit Points
Core Units	FIRST YEAR	
	<i>First Semester</i>	
	OT501: Old Testament A - Narrative	3
	NT501: New Testament A – Gospels & Acts	3
	HE501: Interpreting the Bible	3
	PM501: Personal & Ministry Formation A	3
	<i>Second Semester</i>	
	OT502: Old Testament B – Poets & Prophets	3
	NT502: New Testament B – Letters	3
	TH501: Introduction to Theology	3
	PM502: Personal and Ministry Formation B	3
	SECOND YEAR	
	<i>First Semester</i>	
	OT701: Old Testament Studies A	3
	TH701: Christ & The Holy Spirit	3
	<i>Second Semester</i>	
	NT701: New Testament Studies A	3
	TH702: The Church: Engaging with the World	3
	THIRD YEAR	
	<i>First Semester</i>	
	OT702: Old Testament Studies B	3
	TH703: The Church: Its Essence & Expression	3
	SF701: Supervised Field Education A	3
	<i>Second Semester</i>	
	NT702: New Testament Studies B	3
	CH701: The Church: Its History and Theology	3
	SF702: Supervised Field Education B	3

Specialisations	PASTORAL	
	PA701: Leading Christian Ministry	3
	PA702: Pastoral Ministry	3
	PA703: Preaching	3
	CO702: Pastoral Counselling in a Christian Context	3
	PA706: Denominational Polity	3
	PASTORAL COUNSELLING	
	CO701: Models for Pastoral Counselling	3
	CO702: Pastoral Counselling in a Christian Context	3
	CO703: Pastoral Counselling as Community Care	3
	CO704: Marriage & Family	3
	MISSIONS	
	MI701: Foundational Mission Perspectives	3
	MI702: Mission Dynamics	3
	MI703: Christianity & World Religions	3
	MI704: Cross Cultural Field Research	3
	MI705: The Local Church and Mission	3
	MI501: Ministry in a Cross-Cultural Context	3
	CHAPLAINCY	
	CP701: Missional Chaplaincy	3
	CP702: Chaplaincy Processes	3
	CO701: Models for Pastoral Counselling	3
	CP501: Educational Chaplaincy	3
	CO703: Pastoral Counselling as Community Care	3
	CP704 Contextual Pastoral Care (CPE)	6
Electives	BL701: Greek A	3
	BL702: Greek B	3
	BI703: Hebrew A	3
	BI704: Hebrew B	3
	TH706: Readings in Selected Theologians	3
	Students may also complete any specialisation unit as an elective.	3

Rules of Progression: Graduates require a total of 72 credit points with a maximum of nine 500 level units, a maximum of four 600 level units and a minimum of twelve 700 level units.

Other Protocols of the course: To include the specialisation in the title students must complete the four indicated 700 level units and complete the two Supervised Field Education units in the same area. Students may complete the award with no specialisation title.

Students may substitute one Old Testament Studies and One New Testament Studies unit for either Greek A and Greek B or Hebrew A and Hebrew B.

Students may complete up to four level 600 units in their second year of study as long as they meet all the other requirements of the course.

Pre-requisite for specific subjects:

Supervised Field Education (SFE) requires the completion of Personal & Ministry formation A&B and the completion of 2 ministry specialisation units. Students are required to have achieved 42 credit points prior to admission to SFE.

BACHELOR OF SOCIAL SCIENCE (3 Years)

This course is offered in partnership with Australian College of Christian Studies (ACCS).
 Structure of the course of study: The course structure is based on six semesters (each 15 weeks duration), with four units taught in each semester. It comprises:

- 16 Core Units
- 6 Major units Counselling or Chaplaincy
- 2 Practicums

Content of the Course of Study		Credit Points
Core Units	Complete all 16 Units MP7101: Spiritual Formation for Christian Life SC7102: Counselling Skills 1 SC7103: Intro to Marriage and Family Counselling SC7104: Counselling Skills 2 SC7106: Human Lifespan Development SC7107: Counselling Theories and Practice SC7108: Worldviews & Counselling SC7202: Grief & Loss Counselling SC7203: Marriage & Family Therapies SC7206: Introduction to Psychology SC7208: Psychological Disorders SC7214: Professional Ethics TA7701: Critical Thinking & Writing Skills (or Elective) TB7104: Biblical Interpretation Theory and Practice TS7102: Introduction to Theology TH7312: Apologetics	6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6 6
Counselling Electives	Complete 6 units SC7303: Self Care SC7304: Introduction to Group Work SC7312: Counselling and Pastoral Care for the Aged SC7321: Narrative Therapy & Positive Psychology CL7308: Crisis Intervention/Trauma Counselling SC7307: Addiction Counselling	6 6 6 6 6 6

Chaplaincy Electives	Complete 6 units	
	CL7308: Crisis Intervention/Trauma Counselling	6
	MI7305: Intercultural Ministry in Australia	6
	MP7202: Pastoral Care	6
	SC7303: Self Care	6
	SC7312: Counselling and Pastoral Care for the Aged	6
	SC7307: Addiction Counselling	6
Practicum	Complete 2 Units	
	SC7316: Counselling Practicum - Part A	6
	SC7317: Counselling Practicum - Part B	6
	CL7305: Chaplaincy Practicum - Part A	6
	CL7306: Chaplaincy Practicum - Part B	6
PBC units accepted for elective credit	Counselling Elective	
	CO702: Pastoral Counselling in a Christian Context	6
	CO703: Pastoral Counselling and Community Care	6
	CO704: Marriage & Family	6
	CO705: Human Development	6
	CO706: Addiction, Stress & Depression	6
	Chaplaincy Electives	
	CH702: Chaplaincy Processes	6
	CH701: Missional Chaplaincy	6
Rules of Progression: Graduates require a total of 144 credit points.		
For cross-crediting of PBC subjects please see the Dean of Studies.		

GRADUATE DIPLOMA OF MINISTRY (1 Year)

Title of Course		Graduate Diploma of Christian Ministry
Structure of the course of study: The course structure is based on two semesters (each 15 weeks duration), with four units taught in each semester. It comprises: <ul style="list-style-type: none"> • 6 core units • 2 ministry elective units 		
Content of the Course of Study		Credit Points
Core Units	<i>First Semester</i>	
	OT801 Old Testament A – Narrative	3
	NT801 New Testament A – Gospels & Acts	3
	HE801 Interpreting the Bible	3
	<i>Second Semester</i>	
	OT 802 Old Testament B – Poets & Prophets	3
	NT802 New Testament B – Letters	3
	TH801 Introduction to Theology	3
Electives*	PM801 Personal and Ministry Formation A	3
	PM802 Personal and Ministry Formation B	3
	Any 700 level Ministry Units	
Rules of Progression: Minimum of six 800 level units, maximum of two 700 ministry units. Students are required to complete six core units and two ministry elective units.		
Other Protocols of the course: For students completing the Graduate Diploma of Ministry in preparation for School Chaplaincy are required to complete the Educational Chaplaincy unit. *Note: further elective options will be added with the introduction of the MDiv award.		

MASTERS DEGREES

As a Campus of Australian College of Christian Studies (ACCS), Perth Bible College offers the Master of Arts, Master of Divinity and Master of Theology awards. ACCS is a Member Institution of Sydney College of Divinity (SCD) and teaches their awards. SCD (CRICOS Provider Code No 02948J) is recognised by the Commonwealth Government as a Higher Education Provider, offering accredited higher education courses in theology and ministry.

MASTER OF ARTS (MA) 1.5 YEARS

This qualification is designed for those who already have a Bachelor Degree in theology or a Graduate Diploma in Theology who wish to pursue further studies, but not necessarily in a research pathway. The normal period of study is the equivalent of 1.5 years full-time, i.e. 3 semesters, 12 units, 108 points (SCD units = 9 credit points each).

MASTER OF DIVINITY (MDIV) 3 YEARS

This qualification is designed for those who already have a Bachelor Degree in a discipline other than theology. The normal period of study is the equivalent of 3.0 years full-time, i.e. 6 semesters, 24 units, 216 credit points (SCD units = 9 credit points each).

MASTER OF THEOLOGY (MTH) 1.5 YEARS

This qualification is designed for those who already have a Bachelor Degree in theology who wish to pursue a research pathway in their further studies. This qualification allows the student to build specialisations in the areas of Bible, Pastoral or Theology, and contains a major essay or research project which can provide a pathway to future doctoral studies. The normal period of study is the equivalent of 1.5 years full-time, i.e. 3 semesters, 12 units, 108 points (SCD units = 9 credit points each).

The following Masters units are offered at PBC in rotation:

B9603 Interpretation of the Bible	T9633 Focused Study in Trinitarian Theology	P8572 Spiritual Leadership
X8500 Research Methodology	B9605 Old Testament Theology	T8517 Ecclesiology
L9620 Preaching and Context	P9684 Supervised Ministry Practicum	B9608 New Testament Theology
T9638 Doctrine of Sanctification	P8501 Introduction to Pastoral & Practical Theology	B9636 Isaiah or B9640 Jeremiah
T8581 Church Fathers: an introduction	P9601 Practical Theology & Future Church	T9666 Readings in Selected Theologians
C8554 Pastoral Counselling: marriage & family	A8510 Introduction to Biblical Hebrew	A8520 Introduction to New Testament Greek
A8570 New Testament Greek	A8560 Biblical Hebrew	M9600 Perspectives on World Mission
L8520 Foundations of Preaching	P9663 Strategic Thinking & Decision Making	X9696 Research Essay
X9693 Independent Guided Study	X9691 Research Project	

Masters Research (MPhil) and Doctoral awards (DMin, DTh, PhD) are available through Sydney College of Divinity (SCD).

FLEXIBLE LEARNING

Our flexible learning option is directed at those who would like to study, but due to various circumstances, may not be able to attend classes internally (e.g., the ongoing need to work; raising children; distance from college; etc.). At present, a student may complete an entire diploma or graduate diploma at distance, with other subjects also available at advanced diploma and degree level. Students can major in Pastoral Studies, Mission, Chaplaincy, or Christian Counselling.

REQUIREMENTS

The academic requirements to enter our external studies option are currently the same as those for students enrolling internally. The normal application process applies to external students, with the same fees and policies also applying.

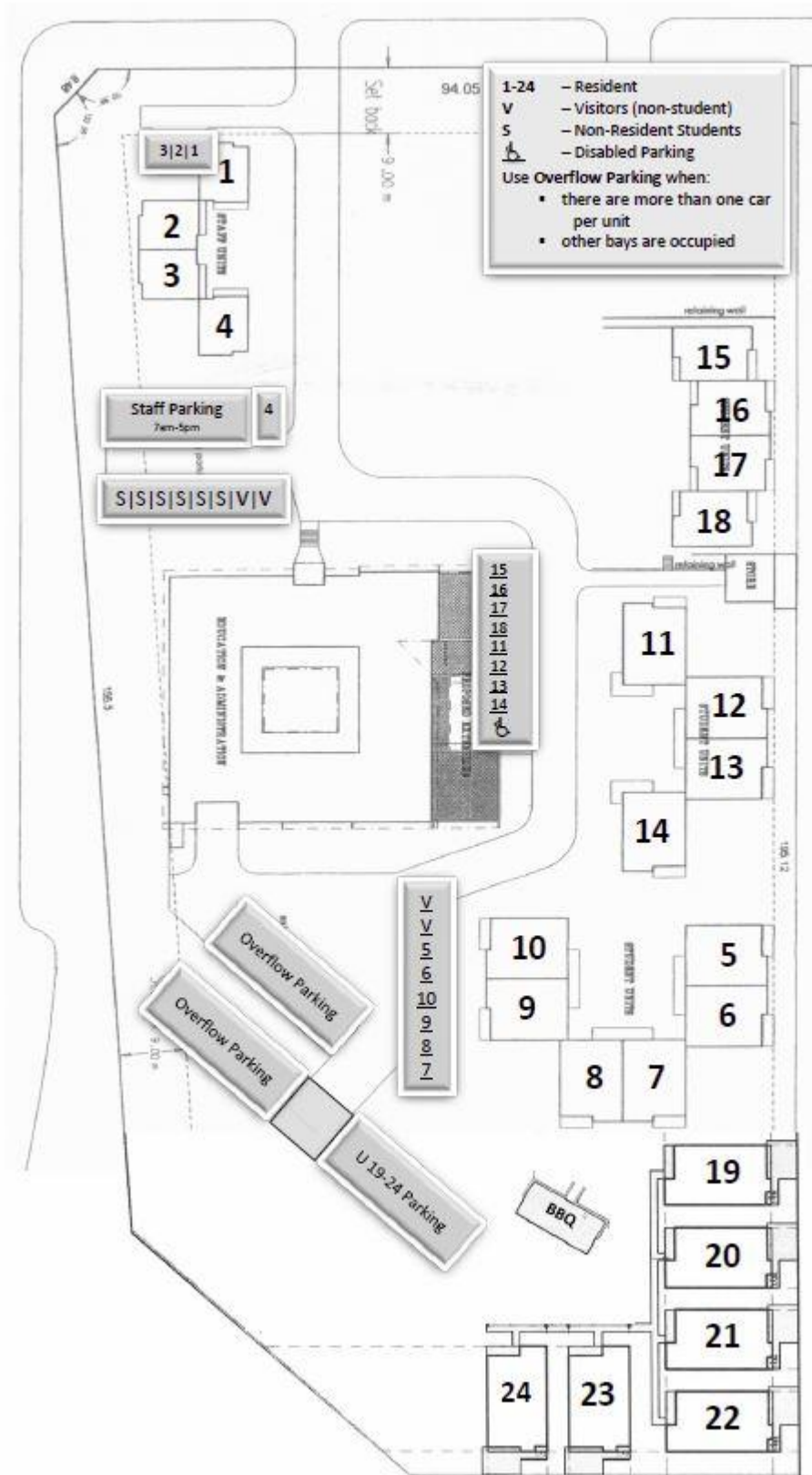
Being external to the main campus, however, does come with unique challenges. You will require a reasonable internet connection in order to download or stream class lectures, as well as other online resources. Lecturers will also provide readers of selected works to assist in your assignment research.

As a PBC student you will, naturally, have access to our online database where you can find relevant books and journal articles. However, physical access to our library may be limited by your distance from us, and so we highly recommend buying any required textbooks.

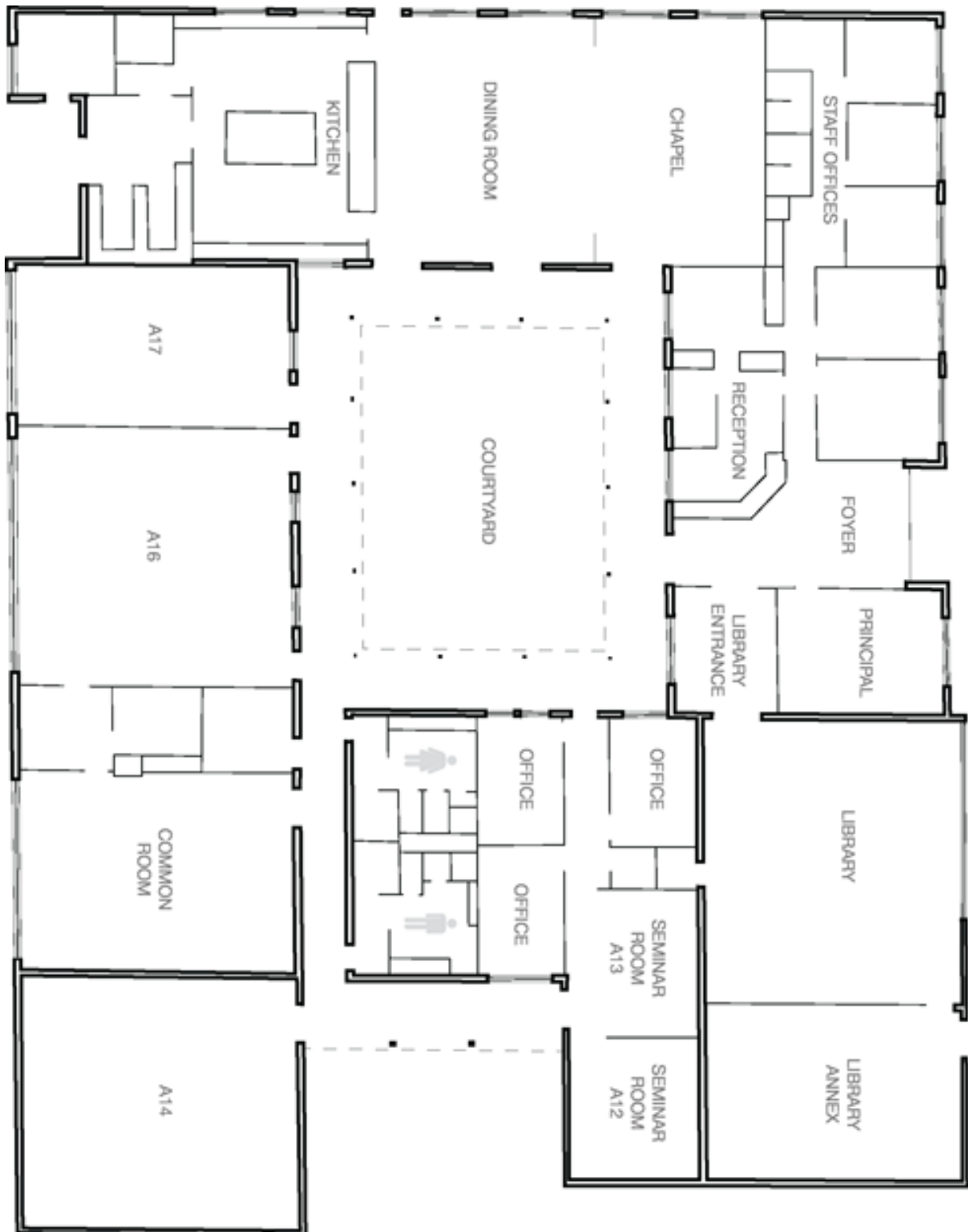
STUDENT SUPPORT

For further support or information please email college@pbc.wa.edu.au or call the office on +61-(0)8-9243-2000.

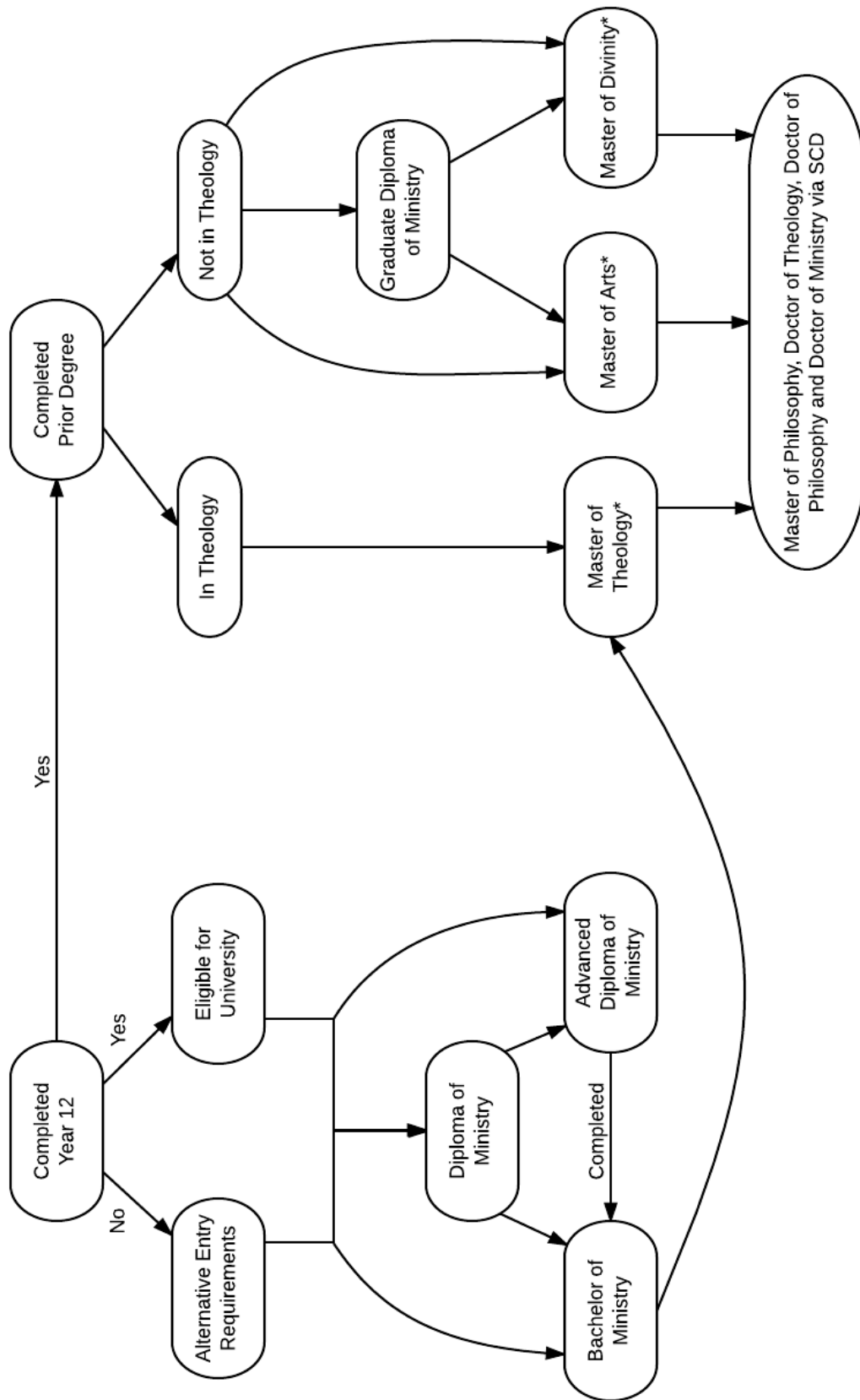
COLLEGE SITE PLAN



PLAN OF COLLEGE ADMINISTRATION BUILDING



FLOWCHART OF COURSES



* These are SCD Awards